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| **JOB DESCRIPTION** |
| **SPECIFIC JOB TITLE** | Research Farms Data Administrator |
| **GENERIC ROLE TITLE** | SCIENTIFIC TECHNICIAN |
| **LEVEL/GRADE** | C |
| **JOB FAMILY** | SCIENCE CAPABILITIES  |
| **CONTRACT TYPE** | 3 Yr fixed term |
| **HOURS** | Full time 37 |
| **REPORTS TO** | Senior Research Scientist – Head of Econinformatics |
| **DEPARTMENT** | Rothamsted Farms  |
| **LOCATION** | Harpenden |
| **DATE**  | 18 August 2025 |
| **OVERVIEW OF ROLE/JOB PURPOSE** |
| Overview: A unique role within the farm team, supporting the digital data recording and reporting across Rothamsted’s field trials. Whilst managing farm data for field trials is the key focus of the role, an aptitude and understanding of agricultural practise and a willingness to assist field operations during busy periods is necessary.The role holder is expected to carry out the duties listed below and any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for this post. |
| **MAIN DUTIES OF ROLE** |
| **Generic Outputs** | **Weighting**  | **Description of Outputs**  | **Description of Job Specific Duties**  |
| **SCIENTIFIC SUPPORT TO PROJECTS/ RESEARCH GROUPS OR SERVICE USERS** | 55% | FarmOS administration / Data Entry / Reporting /Quality Assurance / Preparation and execution of workflows for data migration and integration |

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| * Administer the FarmOS Farm Data Management System, including creating user accounts, and maintaining pesticide, variety and machinery lists, experiment plans, report bugs and recommend areas for improvement.
* Building and uploading geometries and shapefiles
* Training staff to ensure competence in digital recording
* Perform data quality control checks on farm diary records entered into FarmOS.
* Prepare and execute annual data migrations from FarmOS to the Field Experiments Archive Database.
* Use and maintain data pipelines developing API, integrating data for analysis and extracting data for reporting.
* Generate and maintain Harvest Forms and other reports as required
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| **FINANCE AND RESOURCE MANAGEMENT** | 5% | FarmOS service delivery | * Ensure FarmOS and its users are capturing data reliably and accurately in a timely manner.
* Establish and maintain written procedures documenting research farms Data Management tasks.
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| **WORKING WITH OTHERS** | 25% | Interacting with the wider teams and supporting related Intranet pages | * Liaise with the FarmOS developers to report bugs, contribute to the FarmOS user community, and to recommend improvements and share best practices
* Provide data to the Farm Research Management and support them to generate reports.
* Provide research data management support to scientists.
* Provide support keeping Farm and FFEC intranet pages current
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| **LEADERSHIP AND MANAGEMENT OF STAFF AND/OR OF A SCIENTIFIC SERVICE OR FACILITY**  | 5% | Ensure quality delivery / Provide training / Provide Data Management expertise to institute initiatives | * Provide annual FarmOS training to new colleagues and researchers.
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| **KNOWLEDGE EXCHANGE, COMMERCIALISATION AND OUTREACH ACTIVITIES**  | 5% | Promoting the work of the Institute and/or that of the role-holder | * Participate in the wider research data management community and develop relations with others actively involved in research farm data management
* Participate in public engagement activities (e.g. open days)
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| **CONTINUING PROFESSIONAL DEVELOPMENT** | 5% | Identification and actioning of learning objectives and the opportunities and resources available to achieve these | * Share knowledge in a supportive way with less-experienced individuals
* Seek opportunities for self-development in normal day-to-day work as well as through agreed development objectives
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| **Competencies** |  | Stage 1 | * See Appendix
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| **PERSON SPECIFICATION AND SHORTLISTING CRITERIA\*** |
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| **LOCATION** | Harpenden |
| **EDUCATION/QUALIFICATIONS** | Essential | Desirable | How Tested?\*\* |
| 1. | Technical or scientific education to NVQ Level 3 or AS/A-Level minimum. | Y |  | CV / AI |
| 2. | Relatable experience in a similar role, minimum 2 years | Y |  | CV / AI |
| 3. |  |  |  |  |
| **EXPERIENCE/KNOWLEDGE/SKILLS** | Essential | Desirable | How Tested?\*\* |
| 1. | An excellent attention to detail | Y |  | CV/AI |
| 2. | A good understanding of data management activities including collection, integrity, quality assurance, data transformations and reporting  | Y |  | CV/AI |
| 3. | Experience of using database software to enter, edit, navigate and review data and excellent knowledge of standard software packages, especially Excel | Y |  | CV/AI |
| 4. | Basic experience using scripting (preferably Python or R), to extract data and help with process automation. |  | Y | CV/AI |
| 5. | A working knowledge of GIS software, such as PTMapper, would be an advantage |  | Y | CV/AI |
| 6. | Previous experience working in a farm environment and knowledge of agriculture. |  | Y | CV/AI |
| **BEHAVIOURS/COMPETENCIES** | How Tested?\*\* |
| 1. | **Drive for Quality**: Is motivated and committed to doing their job to the best of their ability |  |
| 2. | **Strategic Thinking**: Aligns actions with wider goals and models |  |
| 3. | **Creativity and Innovation**: Accepts and adapts to change; makes connections and encourages a creative environment |  |
| 4. | **Developing Self and Others**: Identifies learning and development needs |  |
| 5. | **Professional Conduct**: Demonstrates honesty and respect |  |
| 6. | **Productive Relationships**: Cooperates with and supports colleagues |  |
| 7. | **Effective Communication**: Listens and communicates clearly to others |  |
| **GENUINE OCCUPATIONAL REQUIREMENTS** | Essential | Desirable | How Tested?\*\* |
| 1. | Full UK Manual Driving Licence (Critical to get between sites) | Y |  |  |
| 2. |  |  |  |  |