

POSITION DESCRIPTION

Research Centre Technician – 2018

Purpose of the Role:

The Research Centre Technician will be responsible for:

- Assisting the Farm Manager and Assistant Farm Manager in the execution of all operations and field duties carried out on the Agriseeds research farm to support Agriseeds' research and development programme.
- Assisting the Plant Breeding and Technical Development teams with their trials as necessary.
- Assisting with the Foundation Seed programme as necessary.
- Assist with keeping the Company's gardens, grounds and field areas in a tidy and well maintained order.
- Maintain records to allow for correct decisions and crop rotations.
- Maintain machinery in good working order.

The role of the Research Centre Technician is to provide assistance with all research farm operations and other field duties as required for the efficient utilization of land areas in the most effective way possible, whilst ensuring activities meet the Agriseeds quality requirements.

Reports To: Research Farm Manager

Key Relationships

Internal: Operations Director
Assistant Farm Manager
Plant Breeding Team
Supply Chain Team
Technical Development team

External: Agrichemical and Fertiliser Suppliers
Transport operators
Agricultural contractors

Key Responsibility	Key Activities/Tasks	Key Outcomes
Research Farm Operations	<ul style="list-style-type: none"> Assist with field operations relating to all activities on the Research farm, including ground preparation and harvesting. Assist with irrigation operations in accordance with scheduled requirements. Assist with mowing of farm tracks. 	<ul style="list-style-type: none"> All tasks are completed to a high standard within agreed timelines. Timely provision and assistance is given to the completion of R&D activities.
Plant Breeding & Technical Development	<ul style="list-style-type: none"> Assist the Plant Breeding and Technical Development teams with cultivation, fertilizer and chemical applications to trials, as and when required. 	<ul style="list-style-type: none"> Timely provision and assistance is given to plant breeding and technical development teams.
Foundation Seed	<ul style="list-style-type: none"> Assist with the Foundation Seed programme, including cleaning and on occasion planting and harvesting as and when available to assist 	<ul style="list-style-type: none"> All tasks are completed to a high standard within agreed timelines.
Quality Management	<ul style="list-style-type: none"> Ensure that the Company's QMS policies and procedures are adhered to at all times, and to seek ongoing improvements in farm processes and products. Initiate action to correct quality issues. Maintain quality records in line with Agriseeds QMS and statutory documentation. Contribute to the maintenance of Agriseeds QMS programme. Continually look for improvements in service delivery systems and processes. 	<ul style="list-style-type: none"> QMS standards are achieved and are fully compliant. Suggestions and improvements are recommended to management.
Customer service and communication	<ul style="list-style-type: none"> Communicate effectively with the Farm Manager, staff and suppliers in an appropriate manner to ensure they have the information they need to perform effectively. Update managers as required on task management. Continually look for improvements in service delivery systems and processes. Actively communicate important developments with key people to ensure all relevant issues are shared in a timely manner. Work in conjunction with various internal 	<ul style="list-style-type: none"> Collaborative relationships strengthen customer service. Issues are communicated in a timely manner with Farm Manager. Suggestions and improvements are recommended to managers There are no "surprises" for Farm Manager or Operations Director. Knowledge and expertise is shared with other staff.

Key Responsibility	Key Activities/Tasks	Key Outcomes
	<p>departments to solve problems and ensure support plans are in place to maintain customer satisfaction.</p> <ul style="list-style-type: none"> • Develop and use collaborative relationships internally to achieve Agriseeds business goals including maintaining a key working relationship with farm staff • Secure trust and respect in efficient dealings with farm and breeding team key staff. 	
Health & Safety	<ul style="list-style-type: none"> • Assist in the development and implementation of Health and Safety policies and practices. • Comply with Occupational Health and Safety Legislation and Regulations. • Lead by example by actively promoting health and safety. • Observe all Agriseeds safe work policies and procedures. Ensure that the relevant steps are taken to identify and manage hazards. • Maintain a safe work environment for staff, contractors and visitors. • Take responsibility for your own health and safety and ensure no action or inaction on your part harms others in the workplace. • Attend training courses to qualify for relevant health and safety certificates. 	<ul style="list-style-type: none"> • A safe and healthy working and learning environment is maintained at all times. • Policies and procedures are followed. • Training courses and refreshers are attended timely as required.
Foster a culture of innovation	<ul style="list-style-type: none"> • Be curious and ask questions to understand issues and current practices. • Identify opportunities for innovation within the context of the business. • Explore alternative ways to view and solve problems. • Learn from mistakes • Question the status quo, don't just accept the norm, seek new ways to do things. S • Share new ideas with colleagues and listen to their ideas. 	<ul style="list-style-type: none"> • Inovations are implemented which enable Agriseeds to operate an efficient up to date and sustainable research farm.
Contribute to Agriseeds business direction	<ul style="list-style-type: none"> • Keep current and comply with Agriseeds policies and procedures and relevant legislation, and constantly look for ways to improve processes and procedures. 	<ul style="list-style-type: none"> • Critical activities are prioritized to prevent scheduling conflicts and ensure work is completed on time. • New and challenging areas for

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	<ul style="list-style-type: none"> • Monitor and prioritise activities in order to achieve targets in line with business priorities. • Attend staff meetings. • Demonstrate commitment to own professional development, taking advantage of learning opportunities and engaging fully in the performance planning process. • Contribute to the sustainability efforts of the business through the responsible use of resources and equipment. • Perform other functions as required from time to time. • Attend planning sessions and align individual work plans with the goals and objectives of Agriseeds. • Keep the Farm Manager informed of all key issues. 	<p>learning are identified.</p> <ul style="list-style-type: none"> • New learning is applied on the job.
Other duties	<ul style="list-style-type: none"> • Undertake specific projects in other departments when appropriate. 	