

JOB DESCRIPTION

Agronomist

Responsible to:

- Research Site Manager (RSM)

Internal relationships:

- Management and internal staff

External relationships:

- Customers, Suppliers, Industry, End users, Farmers

Job purpose:

- To manage aspects of the R&D program as outlined
- To establish effective and strong relationships with both staff and other parties
- To provide accurate and commercially useful data supported by quality analysis
- Develops good internal and external relationships

Territory:

- SF Henley, Lincoln, Canterbury

KEY PERFORMANCE INDICATORS

Key Result Areas	Key Accountabilities	Key Performance Indicators (KPIs)
Field Trial Evaluation	<ul style="list-style-type: none"> • Responsible for individual trial sites, individual trials within specific species in consultation with RSM. • Plans, executes and manages trials for which you are 'species champion' • Ensuring seed is sourced, recorded and sown according to SF protocol, includes all harvests, fertiliser and maintenance • Use of herbicides and machinery to undertake the role as required • sowing of trial sites as required across NZ R&D program. Measures and records day to day activity on a range of trials as instructed, and to SF trial protocols, and industry protocols • Maintain relationships/contracts with trial operators, land owners & farmer evaluators. • Proposal of new projects to be presented to the management team as required. • Works as part of a team during field harvests and data management to 'get the job done' 	<ul style="list-style-type: none"> • Successful implementation of trials to plan • Trials reported to a high standard, and are always ready to have visitors • Spraying is conducted in timely fashion • Machinery is checked/maintained as required • Samples are taken as required • Annual report submitted in July each year to RSM on species responsible for • Manage casual staff when required
Seed Force representation and participation in external industry activities.	<ul style="list-style-type: none"> • Attend appropriate field days, conferences as agreed with RSM • Where appropriate, involvement with future externally funded projects • Represent Seed Forces interests on appropriate committees where required • Proactively engage with external bodies such as Universities, CRI's and other institutes to identify and promote ideas. 	<ul style="list-style-type: none"> • Conducts oneself professionally at industry forums at all times
Staff relationships	<ul style="list-style-type: none"> • Helps with induction and management of summer casual staff as required 	<ul style="list-style-type: none"> • Aids with successful assimilation of new staff to the R&D team

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	<ul style="list-style-type: none"> • Ensure that any new R&D staff are trained to use machinery prior to use, so as to perform their roles effectively. • Ensure Health & Safety requirements are met for external/casual staff/contractors conducting work on behalf of Seed Force. • Contributes to team workload, offers assistance where required, encourages positivity 	<ul style="list-style-type: none"> • Timely undertaking of all HR matters arising within the role • Provides a strong positive role model to other staff • Encourage appropriate H&S behaviours at all times • Is an avid team player
Linkage R&D - commercial	<ul style="list-style-type: none"> • Provide technical support to the sales team when required and in conjunction with RSM • Provide trial data as required via RSM to the sales team • Product pipeline – plan trials and report on potential new varieties to fill any product gaps across the commercial portfolio in conjunction with RSM. • Know both SF and competitor material well, and keep up to date with key industry topics and advancements – especially species you champion • Assist with field days, presentations and trial site visits when appropriate. • Co-ordinate with the sales and extension team to ensure the local trial sites and SF Henley are looking professional and presentable at all times 	<ul style="list-style-type: none"> • Regular engagement with Extension & Sales teams. • Assists team when required at field days • Ensures trial site is always ready for Extension/Sales teams and if not, advise ahead of time with reasons/solutions
Maintain stock of trial seed	<ul style="list-style-type: none"> • Maintain safe storage and maintenance of trial seed stocks • Source and prepare seed for trials. • Ensure that stocks going into trials have good viability and that recent P&G certificates are available where possible 	<ul style="list-style-type: none"> • Oversee high quality & safe storage of R&D seed samples.
Knowledge and training	<ul style="list-style-type: none"> • Active involvement in conferences and courses as required which complement personal development in the company. 	
Performance	<ul style="list-style-type: none"> • Ensure that company procedures are followed at all times. • Develops strong relationships with and add value to the business. • Manage any business-related issues in a timely way. • In conjunction with SM develop and agree the key objectives within the role annually and ensure agreed performance targets are documented and completed prior to the commencement of each period. • Continually monitor progress against targets during the period and use for progress reporting and review purposes • Develop a forward-thinking view of the business and can understand and communicate plans and sell the ideas. • Continually identifies areas of personal improvement and effectiveness. 	<ul style="list-style-type: none"> • Business processes are adhered to at all times. • Key performance targets and goals are met. • Continuously monitors own progress and strives to exceed expectations • Is a team-player and encourages/supports others within the team
Health and Safety	<ul style="list-style-type: none"> • Adheres to all safe work practices and instructions to ensure the safety of self and workmates. • Ensures that all hazards and incidences are reported promptly. • Engages in health and safety initiatives which promote continuous improvement. • Pauses work when concerns arise. • Does not put self or others in harms way • Ensures areas are clean/tidy and PPE returned in appropriate condition – ready for next use 	<ul style="list-style-type: none"> • Evidence of actively supporting and complying with health and safety policy and procedures. • Evidence of active participation in the hazard management and identification process. • Any unsafe work conditions, incidents and near misses are proactively reported and remedied. • All job-related hazards are identified and reported. • Equipment is cleaned/stored as required

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Company Objectives	<ul style="list-style-type: none"> Make one's own skills available to other company personnel where appropriate to maximise outcomes for Seed Force Communicate with the Seed Force team to maximise synergies where they are possible. Ensures effective win-win relationships both internally within the Seed Force Group and externally. Maintains high level of professionalism at all times having awareness of the forum and audience. 	<ul style="list-style-type: none"> Conduct all business activity and communications in line with company values. Uphold company values by undertaking business activities in an ethical, professional and collaborative manner. Alerts management of mistakes/errors and ask for help if required
Other	<ul style="list-style-type: none"> Additional duties 	<ul style="list-style-type: none"> Performs any other duties assigned by your manager.

DELEGATED AUTHORITY (SUBJECT TO CHANGE)

Area	Budgeted/Unbudgeted	Amount
Operating Expenditure	As per delegated authority document signed	As per delegated authority document signed
Capital Expenditure/Disposals	As per delegated authority document signed	As per delegated authority document signed

KNOWLEDGE / QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential	<ul style="list-style-type: none"> Agronomic experience Relevant tertiary qualification Strong communication skills, both written and verbal. Strong ability to build relationships. Numeric skills. High level of computer literacy. Strong affiliation to the agriculture sector.
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Behavioural Competencies	
Customer focus	<ul style="list-style-type: none"> Is dedicated to meeting the expectations and requirements of internal and external customers Gets first-hand customer information and uses it for improvements in products and services Acts with customers in mind Establishes and maintains effective relationships with customers and gains their trust and respect
Drive for results	<ul style="list-style-type: none"> Can be counted on to exceed goals successfully

	<ul style="list-style-type: none"> • Is constantly and consistently one of the top performers • Very bottom-line oriented • Steadfastly pushes self and others for results
Perseverance	<ul style="list-style-type: none"> • Pursues everything with energy, drive • Seldom gives up before finishing, especially in the face of resistance or setbacks
Time Management	<ul style="list-style-type: none"> • Uses his/her time effectively and efficiently • Values time • Concentrates her/his efforts on more important priorities
Planning	<ul style="list-style-type: none"> • Accurately scopes out length and difficulty of tasks and projects • Sets objectives and goals • Breaks down work into the process steps • Develops schedules and task/people assignments • Anticipates and adjusts for problems and roadblocks • Measures performance against goals • Evaluates results
Listening	<ul style="list-style-type: none"> • Practises attentive and active listening • Has the patience to hear people out • Can accurately restate the opinions of others even when (s)he disagrees
Interpersonal savvy	<ul style="list-style-type: none"> • Relates well to all kinds of people – up, down, and sideways, inside and outside the organisation • Builds appropriate rapport • Builds constructive and effective relationships • Uses diplomacy and tact • Can diffuse even high-tension situations comfortably
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted and always maintains integrity • Is seen as a direct, truthful individual • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Does not misrepresent her/himself for personal gain
Seed Force Culture	<ul style="list-style-type: none"> • Can align and live by the Seed Force “Rules of Engagement” <p style="text-align: center;"> Keep it positive – <i>energy is precious</i> Honesty is good – <i>talk to and not about, “belly not back”</i> Always solutions - <i>if you see a problem, come with a solution</i> Back yourself - <i>we trust you to make the right decision</i> Integrity matters – <i>do what you say you’re going to do</i> </p>

	<p>Respond and don't react - <i>be curious instead of critical</i> Respect and understand each other's role - <i>no one's bigger than the team</i> Sweep the shed - <i>we all take ownership</i> Find a way to win for all - <i>no excuses, only opportunities</i> Accept competition - <i>show respect</i></p>
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Signed by Employee:

Signed by Reporting Manager:

Employee Name:

DA

Manager's Name:

Date