

JOB DESCRIPTION

Farm Operations Support

Responsible to:	<ul style="list-style-type: none"> • Research Site Manager
Internal relationships:	<ul style="list-style-type: none"> • Management and internal staff
External relationships:	<ul style="list-style-type: none"> • Suppliers, Industry, Farmers
Job purpose:	<ul style="list-style-type: none"> • To manage some aspects of the R&D program as outlined. • To establish effective and strong relationships with both staff and other parties. • To provide accurate farm/trial activity relating to the 'SF Henley' site. • To provide accurate farm/trial activity relating to other NZ sites as required. • Ensure the SF Henley site is maintained to a professional standard at all times.
Territory:	

KEY PERFORMANCE INDICATORS

Key Result Areas	Key Accountabilities	Key Performance Indicators (KPIs)
Farm activities	<ul style="list-style-type: none"> • Coordinate farming activities such as irrigation, harvesting, seeding, livestock production. • Surveillance over the security of all assets including land, livestock, produce and inventories. • Contribute to forecasts, budget, paddock plans, stock waters and livestock records and report regularly on actual performance to target. • Ensure the ongoing training of farm staff in correct farming practices. • Maintain production and other farm records. Ensure maintenance schedules of machinery are adhered to. • Ordering of farm inputs. • Ensure farm maintenance, including but not limited to, the cleaning and maintenance of buildings, sheds, pens, equipment and facilities. • Undertake all the farm duties required to ensure the Research farm is always presentable, activities are up to date and all practicable steps are taken to ensure the Seed Force profile for the site is maintained to the highest standards. • Maintain all R&D/Farm equipment to ensure readiness and effectiveness at all times. • Maintain relationships with trial operators, land owners, farmer evaluators and suppliers. • Oversees the site management at SF Henley site. • Coordinate all contractor activities for SF Henley site i.e. fertiliser & herbicide application, cultivation, mowing as required as well as other regional sites as required. • Ensure all trials are maintained according to the Agronomist protocols. 	<ul style="list-style-type: none"> • Henley is always ready for Visitors/Customers. • Machinery is always maintained and in safe working order. • Keep things clean and tidy. • Provides report updates for Research Site Manager. • Manages casual staff where required. • Contribute to weekly team meetings to ensure site activities are managed and all inputs provided on time. • High level of communication and working with Agronomists as required.

Key Result Areas	Key Accountabilities	Key Performance Indicators (KPIs)
Financial Management	<ul style="list-style-type: none"> Involvement with Field measurements and inputting of data in conjunction with the Agronomist running the trial. Prepares the annual Henley site budget with the TM in accordance with Management team guidelines. 	<ul style="list-style-type: none"> Ensures expenditure is managed within budget
Performance	<ul style="list-style-type: none"> Ensure that company procedures are followed at all times. In conjunction with the Technical Manager 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 SF Henley programs and be able to understand and communicate plans and sell the ideas. Continually identify areas of personal improvement and effectiveness. Maintain a diary of farm activities and inputs/outputs annually and has input into the farm plan requirements for any resource consents. All activities reported to appropriate Agronomists for their records. 	<ul style="list-style-type: none"> Business processes are adhered to at all times. Key performance targets and goals are met.
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. Manages all chemical requirements on farm including inventory management, storage and handling. Also oversees and at times carries out any spraying required. 	<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.
Staff management – as required	<ul style="list-style-type: none"> Ensure Health & Safety requirements are met for external/casual staff conducting work on behalf of Seed Force. 	<ul style="list-style-type: none"> Encourages teamwork and regular communication with all staff.
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.
Knowledge and training	<ul style="list-style-type: none"> Active involvement in conferences and courses as required which complement personal development in the company. 	<ul style="list-style-type: none"> Identify courses that offer upskilling.
Other	<ul style="list-style-type: none"> Additional duties. This role will be responsible for all irrigation management and as such is likely to be required to work over weekends or extended hours as necessary. Manages external contractors to undertake specific tasks at SF Henley as required. 	<ul style="list-style-type: none"> Perform any other duties assigned by your manager.

DELEGATED AUTHORITY (SUBJECT TO CHANGE)

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

KNOWLEDGE / QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential	<ul style="list-style-type: none"> • Agricultural industry experience. • Tertiary qualification desirable. • Strong communication skills, both written and verbal. • Strong ability to build relationships. • Numeric skills. • Good level of computer literacy. • Strong affiliation to the agriculture sector. • Ability to work with farm machinery
Desirable	<ul style="list-style-type: none"> • Experience in working with trials desirable. • A strong practical knowledge of farm machinery and practical activities in agriculture. • A willingness to work as part of a technical team. • Heavy traffic licence.

Behavioural Competencies

Customer focus	<ul style="list-style-type: none"> • Is dedicated to meeting the expectations and requirements of internal and external customers • Establishes and maintains effective relationships with the R&D team and gains their trust and respect
Drive for results	<ul style="list-style-type: none"> • Can be counted on to exceed goals successfully • Is constantly and consistently one of the top performers • Dedicated to ensure all trial outcomes are delivered on time • Ensures all farm activities are undertaken on time and as required.
Perseverance	<ul style="list-style-type: none"> • Pursues everything with energy, drive and a need to finish • 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

	<ul style="list-style-type: none"> • Values time • Concentrates her/his efforts on the more important priorities • Gets more done in less time than others • Can attend to a broader range of activities
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 she/he disagrees
Interpersonal skills	<ul style="list-style-type: none"> • Relates well to all kinds of people – • 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 • Is seen as a direct, truthful individual • Can present the untarnished 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” <ul style="list-style-type: none"> 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> 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>

Signed by Employee:

Employee's Name

Signed by Reporting Manager:

Manager's Name
Liam Donnelly