

JOB DESCRIPTION

Research Site Manager

<p>Responsible to:</p> <p>Internal relationships:</p> <p>External relationships:</p> <p>Job purpose:</p>	<ul style="list-style-type: none"> • Technical Manager (TM) • Management and internal staff
<p>Location:</p>	<ul style="list-style-type: none"> • Suppliers, Industry, Customers, Farmers • To manage aspects of the R&D program as outlined • Parental seed maintenance • To establish effective and strong relationships with both staff and other parties. • To provide accurate and commercially useful data supported by high quality trials. • Develop literature for R&D team as well as marketing and sales teams • Develops good internal and external relationships • SF Henley Research Farm, Canterbury

KEY PERFORMANCE INDICATORS

Key Result Areas	Key Accountabilities	Key Performance Indicators (KPIs)
SF Henley Management	<ul style="list-style-type: none"> • Manage the proprietary function of the Agronomy team based at SF Henley. • Oversee the successful implementation of agronomy trials reporting as required at Henley and Lennox leased areas. • Maintain a high level of co-operation with other team members to ensure successful outcomes are developed for the extension and sales team. • Provide a sound and positive framework for staff at SF Henley. • Work closely with the Plant Breeder and Senior Agronomist to develop and encourage a high level of output from SF Henley. • Develop pathways in conjunction with the Technical Manager for graduates looking to have careers with Seed Force. 	<ul style="list-style-type: none"> • Upskilling of research agronomists, farm support and technicians • Maintain close working relationship with key internal staff to deliver on projects in a timely manner • Co-ordinate effectively and efficiently with the R&D team and wider sales team • Strong focus on high level inductions of all new trainee agronomists and technicians
Research Projects	<ul style="list-style-type: none"> • Role will require a broad overview of key projects based at SF Henley. <ul style="list-style-type: none"> ○ Stage one screening of forage germplasm ○ Others as determined by the Technical Manager. 	<ul style="list-style-type: none"> • Effective outcomes from key projects being undertaken at SF Henley • Overview of breeding objectives where appropriate • Close liaison with Technical Manager and key staff overseeing stage one development of new germplasm
NZ Field Trial Evaluation	<ul style="list-style-type: none"> • Key involvement in developing the SF Henley trial program as well as national trials. 	<ul style="list-style-type: none"> • Successful implementation of all trial programs

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	<ul style="list-style-type: none"> • Involvement in sowing of trial sites, measurements taken from trials and day-to-day maintenance of field trials across New Zealand, in accordance with Seed Force Trial Protocols and industry protocols, in areas where there is a responsibility to a particular species. <ul style="list-style-type: none"> ○ Processes data collected from trial sites and performs statistical analysis. ○ Collates data to form annual report. ○ Responsibility for specific trial sites/ individual trials within the programme. ○ Maintain relationships/contracts with trial operators, land owners & farmer evaluators. ○ Coordinate contractor activities for trial sites i.e. fertiliser, herbicides, cultivation, mowing. ○ Correct use of R&D equipment to ensure readiness and effectiveness at all times. • Proposal of new projects to be presented to the management team. • Reports monthly on all R&D projects highlighting progress, issues and forward plans. • Compile an annual report by project in conjunction with the TM highlighting progress and outputs. 	<ul style="list-style-type: none"> • In July each year an annual report on the year's trials will be submitted • Seasonal & multiyear reports completed internally at defined intervals each year • High levels of accuracy and timeliness and vigilance in terms of the trials being undertaken • Contribute to weekly team meetings to ensure site activities are managed and all inputs provided on time
R&D – commercial linkage	<ul style="list-style-type: none"> • Makes trial data available to Technical Extension & Sales Team. • Provides technical support to Sales Team. • Assists with field days, presentations, trial site visits when appropriate. • Liaise with Sales Team to co-ordinate seed for demonstration sites. • Coordinate with sales team to ensure sites are available and looking good for customer visits/Field days etc. 	<ul style="list-style-type: none"> • Communicating in a timely way with the Sales and Extension teams • Take ownership of designated areas and be able to become a respected communicator of the trial program and species
Staff management	<ul style="list-style-type: none"> • Ensures the appropriate induction and management of staff, permanent or casual. • Ensures that staff are trained and managed in order to be able to fulfil their roles effectively. • Undertakes performance reviews at least biannually with staff reporting to the role where appropriate in accordance with Company Policy. • Deals with any performance issues in a timely way in conjunction with TM & HR Manager. • Ensure that staff resources are effectively used and all plans for field trial campaigns have TM signoff in advance. 	<ul style="list-style-type: none"> • Successful recruitment of new staff to the R&D team • Timely undertaking of all HR matters arising within the role • Communicates to TM in a timely manner regarding any HR related matters. • Provides a strong positive role model to other staff
Seed Force representation and participation in external industry activities.	<ul style="list-style-type: none"> • Represent Seed Force's interests on appropriate committees. • Support Seed Force on NZPBRA committees as instructed by TM. • Attends and participates in conferences as appropriate/agreed to with the TM. • Proactively engage with Universities, CRIs and other Institutes in order to identify opportunities and promote Seed Force interests. • Interact as agreed with any consultancy groups to promote Seed Force interests. 	<ul style="list-style-type: none"> • Known, and interacting with key industry people and respected • Promote the Seed Force interests as required in public forums
R&D project input	<ul style="list-style-type: none"> • Support the Technical Manager in any specific breeding or technology projects initiated and implemented by the company. 	<ul style="list-style-type: none"> • Provide expertise and input into any commercial projects as required

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		<ul style="list-style-type: none"> Ensure that all discussions maintain an appropriate level of confidentiality
Maintain Seed Force trial capabilities	<ul style="list-style-type: none"> Report any issues with SF equipment in conjunction with Farm Operations support. Maintains relationships/contracts with land owners, Farmers, all trial co-operators and contractors. 	<ul style="list-style-type: none"> Seed Force is perceived as a professional and well organised Research team
Knowledge and training	<ul style="list-style-type: none"> Attends conferences and courses as required which complement their personal development in the company. Contributes to the company by supporting all areas of the business. Understanding of all Seed Force functions across the business. 	<ul style="list-style-type: none"> Fulfil all induction requirements and plans Identify conferences and courses that will enhance personal/professional development.
Data management	<ul style="list-style-type: none"> Ensure security/confidentiality of Seed Force data as appropriate. Ensures that data is analysed and reported in a timely way after its captured. Engage with statisticians to ensure trial designs are appropriate and statistically valid as required. Ensure data availability for commercial purposes by agreed dates in conjunction with the TM. 	<ul style="list-style-type: none"> Annual and seasonal reports to be delivered on time as agreed. A high level of accuracy will be provided in all reports delivered. Respect confidentiality regarding the 3rd party breeders and separating relevant data as required.
Performance	<ul style="list-style-type: none"> Ensure that company procedures are followed at all times. Develops strong relationships and add value to the business. Manage any business-related issues in a timely way. Continually identify ways to improve customer and internal relationships and opportunities within the Seed Force Group and its networks. In conjunction with 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 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.
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
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. 	<ul style="list-style-type: none"> Conduct all business activity and communications in line with company values.

Key Result Areas	Key Accountabilities	Key Performance Indicators (KPIs)
	<ul style="list-style-type: none"> Ensures effective win-win relationships both internally and externally. Maintains high level of professionalism at all times, having awareness of the forum and audience. 	<ul style="list-style-type: none"> Uphold company values by undertaking business activities in an ethical, professional and collaborative manner
Other	<ul style="list-style-type: none"> Additional duties. 	<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"> Passion to work as part of a technical team. Agricultural industry experience. Relevant tertiary qualification. High level of computer literacy. Strong communication skills, both written and verbal. Strong ability to build relationships. Strong affiliation to the agriculture sector.
Desirable	<ul style="list-style-type: none"> Highly influential and "has the ear of" key influencers . Highly developed networks of contacts within NZ agriculture. Well-known and respected by industry.

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 • 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 (s)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