

THE ORGANIC RESEARCH CENTRE

JOB DESCRIPTION

JOB TITLE: RESEARCH TECNICIAN (G4) - Field Crops Research
RESPONSIBLE TO: CROPS TEAM LEADER

To undertake the generic principal duties and role requirements of a research technician as set out on the following pages and specifically within this context to the following

SPECIFIC DUTIES:

1. To provide technical support to research specifically, but not exclusively, in the [WHEALBI](#) and [DIVERSIFOOD](#) EU projects, liaising with the crops team leader and crops researchers:
 - 1.1. To assist with carrying out field assessments according to agreed protocols, liaising with relevant involved third parties.
 - 1.2. To assist with carrying out sample processing in due time and in autonomy according to agreed protocols both at the Sonning Farm and at the Organic Research Centre.
 - 1.3. To assist with data management, storage and processing in due time and in autonomy according to agreed procedures.
 - 1.4. To assist with the setup and carrying out of participatory research and knowledge exchange activities including meetings, field days.

GENERIC PRINCIPAL DUTIES:

2. To be a member of a research team and assist in the running of research projects.
 - 2.1. Assist with the preparation of crop trials.
 - 2.2. Day-to-day care and maintenance of trials, in particular undertaking assessments in the field and taking plant and soil samples.
 - 2.3. Preparation and maintenance of experimental equipment and other resources as directed by research staff.
 - 2.4. Responsibility for sample collection, preparation and co-ordination of analysis with research staff.
 - 2.5. Collate and prepare experimental data using paper records and computer programs as appropriate.
 - 2.6. Work as part of a multidisciplinary research team and individually as and when required.
3. To assist research staff with knowledge transfer for the project(s) they contribute to:
 - 3.1. To support research staff with the organisation of appropriate events to disseminate information from the projects.
 - 3.2. To support research staff with preparation of information for the ORC Bulletins and web site.
4. To ensure that effective routes of communications are established and maintained with your Line Manager and other members of their team.
5. To assist with team administration such as collating timesheets and other tasks as requested by their Line Manager, Team Leader, Deputy Director or Director.

6. To develop an awareness of relevant research in other institutes and develop own skills, knowledge and understanding.
7. To attend staff other meetings as requested by their Line Manager, Team Leader, Deputy Director or Director.
8. Undertake training to be able to continue meeting the requirements of this role and develop your potential as a member of ORC staff.
9. Provide other information and support or undertake other activities as required by the Director, including responsibilities not listed above that may be allocated in the Annual Business Plan and/or agreed as part of annual appraisals.

PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • HNC/D, Foundation Degree or equivalent experience in Environmental, Biological or Agricultural discipline. 	<ul style="list-style-type: none"> • BSc in plant/agricultural sciences or proven equivalent experience to this level
Experience	<ul style="list-style-type: none"> • Experience in implementing field assessments • Experience of farm environment 	<ul style="list-style-type: none"> • Understanding of cereal crops, weeds, pests and diseases
Skills	<ul style="list-style-type: none"> • Understanding of crop sciences and research methodologies • Computer literate (Windows/Office, statistical packages) 	<ul style="list-style-type: none"> • Understanding of the statistical basis of agronomic and biological research
Personal qualities	<ul style="list-style-type: none"> • Motivated, enthusiastic, works with a task-oriented approach • Good organisational skills, creativity and problem-solving 	<ul style="list-style-type: none"> • Interest in organic farming, agro-ecology and the environment
General abilities	<ul style="list-style-type: none"> • Willingness to undertake field assessment and sample processing • Willingness to travel within the UK. 	<ul style="list-style-type: none"> • Willingness to contribute to a wide range of research and knowledge exchange activities
Additional requirements	<ul style="list-style-type: none"> • Full driving licence • Additional hours at peak times 	

ACTIVITIES	GENERIC ROLE REQUIREMENTS G4 Research Technician
1 Communication	<p>a) Oral Communication</p> <p>Frequently receive, understand and convey straightforward information in a clear and accurate manner. <i>Example: discussing requirements and materials for trials or experiments.</i></p> <p>Receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others. <i>Example: explaining operational use of research equipment.</i></p> <p>b) Written Communication</p> <p>Receive, understand and convey straightforward information in a clear and accurate manner. <i>Example: answering enquiries regarding requirements and materials for trials via e-mail, or using e-mail to inform people of work-in-progress.</i></p>
2 Teamwork and motivation	<p>Participate in and deliver their contribution to the research team. <i>Example: being a co-operative member of the team.</i></p> <p>Be supportive and encouraging of others in the team and help to build co-operation by setting an example and showing a flexible approach to delivering team results. They would also contribute to building team morale as an active participant in the team. <i>Example: offering proactive support to colleagues, or participating in discussions about the organisation of workloads within the team.</i></p> <p>Attend and contribute to relevant meetings.</p>
3 Liaison and networking	<p>Carry out day to day liaison using existing procedures. The purpose of this is to pass on information promptly. They would keep people informed to ensure co-ordination of effort and that work is done effectively. <i>Example: liaising with staff across the organisation and sites in order to complete set tasks. Liaise with research colleagues and support staff to ensure information is passed to the appropriate people in a timely manner.</i></p>
4 Service delivery	<p>Deal with internal or external contacts that ask for assistance or require information. They would create a positive image of the organisation by being responsive and prompt in responding to requests and referring the user to the right person if necessary. Contact is usually initiated by the internal or external contact and typically involves tasks with set standards or procedures. <i>Example: providing a service for other members of the organisation, team, interns or students by responding to their requests.</i></p>
5 Decision making	<p>Take independent decisions which would impact on the immediate area of the role holder's work. <i>Example: Deciding what tools or materials are required for a particular job.</i></p> <p>Be party to some collaborative decisions and work with others to reach an optimal conclusion. The decision would impact on the immediate area of the role holder's work. <i>Example: deciding with research staff on the best methodology and limitations of the equipment provided for research needs.</i></p>
6 Planning and organising resources	<p>Complete tasks to a given experimental plan/schedule with allocated resources. <i>Example: following pre-defined procedures to prepare materials and equipment, or working to timetables for specific requests.</i></p> <p>A further important requirement is to plan, prioritise and organise their own work or</p>

	resources to achieve agreed objectives. <i>Example: deciding when and how best to respond to requests in order to provide an efficient service, or prioritising responses according to urgency.</i>
7 Initiative and problem solving	<p>Solve day to day problems as they arise and choose between a number of options which have clear consequences. They would follow guidelines/procedures or refer to what has been done before and recognise when a problem should be referred to others. <i>Example: resolving problems regarding insufficient or damaged equipment to ensure that schedules can be met.</i></p> <p>A further important requirement is to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning and weighing up the pros and cons of different approaches. The role holder would identify and assess practical options and break the problem down into component parts. <i>Example: resolving errors in deliveries, or determining why an experiment has not worked and how to resolve it, or solving equipment failure.</i></p>
8 Analysis and research	Analyse data or information using pre-defined procedures and gathering the information from sources. They would work accurately to complete the task precisely as specified. <i>Example: researching information on the internet to resolve problems, or using the internet to research suppliers, or carrying out maintenance checks.</i>
9 Sensory and physical demands	Carry out tasks at a level which would require either learning certain methods or involve moderate physical effort. <i>Example: Setting up trials and carrying out repetitive field work throughout across the seasons throughout the year.</i>
10 Work environment	Understand how the work environment could impact on their own colleagues. They would take actions, within health and safety guidelines where applicable, to adapt to the environment. <i>Example: wearing protective clothing where necessary, or following safe procedures when using equipment or machinery.</i>
11 Pastoral care and welfare	<p>Show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress. They would initiate the appropriate action by involving relevant people. <i>Example: showing sensitivity to staff, interns and students.</i></p> <p>Show consideration to others.</p>
12 Team development	Introduce staff members, interns, students or others who are new to the area to standard information or procedures by providing standard information or delivering training. <i>Example: explaining how to operate equipment, or use software packages.</i>
13 Knowledge transfer/ learning support	<p>Assist in the conduct of student/intern projects.</p> <p>Contribute to dissemination events/short courses, for example on the use of research methods and equipment.</p> <p>Provide guidance as required to support staff and any students/interns who may be assisting with the research.</p>
14 Knowledge and experience	Required to have sufficient knowledge or expertise to work on day to day issues in their own area without direct or continuous reference to others. <i>Example: having a good understanding of relevant procedures, and not needing to refer to others whilst operating them.</i>