



Innovation Centre
Large Park
Hillsborough
County Down
BT26 6DR

T. 028 9268 1613
E. info@agrisearch.org

August 2023

Dear Applicant,

Ref: Operations Manager – Information and Application Pack

Thank you for your interest in the position of Operations Manager at AgriSearch. The information pack includes the following documents which you should refer to when completing your application:

- Job description
- Person specification
- Application form.

Completed forms should be submitted by **12 Noon on Monday 4th September 2023**.

Interviews will be held on the week beginning 25th September 2023 in the Greater Belfast Area.

May I take this opportunity to thank you for your interest in AgriSearch. We look forward to receiving your application.

Yours faithfully,

Jason Rankin
General Manager

Operations Manager – Job Description

The Company

The Northern Ireland Agricultural Research and Development Council (T/A AgriSearch), is a charitable organisation whose mission is to drive innovation and sustainability in ruminant livestock farming, as a trusted, valued conduit of knowledge and innovation based on sound science, and widely applied research. Due to an internal reorganisation a new role of Operations Manager has been identified.

Purpose of Role:

Reporting to the Chairman and working alongside the Strategy Manager the Operations Manager will have responsibility for the day-to-day management of AgriSearch including, coordinating activities, resources, equipment and information in the following areas:

People management

- Management of staff (4-6)
- Approving leave requests & expenses
- Annual performance monitoring
- Annual review of HR policies
- H&S Policy / Risk Assessments

Financial Oversight

- Setting of annual budgets
- Monitoring project budgets
- Purchase Orders
- Approval of invoices
- Supervising the production of Management Accounts
- Cash flow projections
- Budgets for new projects (drawn up in conjunction with the Strategy Manager)
- Liaison with managers of AgriSearch's investment portfolios
- Engaging with the auditors

Corporate

- Servicing the Board and its Committees and Sectoral Advisory Committees (preparation, minutes and actions arising)
- Updating corporate policies such as GDPR and ensuring they are implemented
- Returns to Companies House and Charities Commission
- Drafting the Trustees Report for the annual report
- Administering the IT systems / web based services

Knowledge Exchange and Communications

- Drafting and issue of press releases
- Directing and supervising activity on website, social media and other digital output

Projects

- Liaise with the Strategy Manger and Research Manager in regard to potential new projects and resource requirements.

Person Specification:

Essential

- Either tertiary level qualification in business, economics, agriculture, environmental or related discipline and some practical experience, **or** demonstrable practical experience (3-5years) in a similar role
- Experience of managing a staff team and running an organisation or department
- Demonstrable financial awareness
- Prior experience of working to a Board including Policy development and Governance
- Excellent written and verbal communication skills including social media.
- Good interpersonal and persuasive skills
- Solid organizational skills including attention to detail and multitasking skills.
- Flexible, with a positive, can-do attitude
- Ability to identify improvements and streamline processes to ensure value-for-money is achieved for all stakeholders
- An understanding of Northern Ireland's agri-food sector
- Strong working knowledge of Microsoft Office
- As travel throughout Northern Ireland is essential the successful candidate must have a full valid driving licence and access to a form of transport that will permit them to meet the requirements of the post in full.

Desirable:

- Experience of agricultural research and / or knowledge exchange to farmers.
- Background in farming and / or experience of engaging with farmers.

Rewards:

- **Competitive salary** - £38,000 - £44,000 depending on skills / experience
- **Hours of work** - 37.5 hours per week (some hybrid working can be anticipated subject to the needs of the organisation being met).
- **Holidays** – 23 days annual leave + 11 Public / bank holidays
- **Company Sick Pay Scheme**, after qualifying period (1 full year in post)
- **Parking** - On-site (free)
- **Pension** – Contributory scheme including employer contribution

Based at: Hillsborough, Northern Ireland.

Contact Term: Permanent