



Innovation Centre
Large Park
Hillsborough
County Down
BT26 6DR

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

Research Manager
Agricultural Research (Ruminant Livestock)

November 2019

Dear Applicant,

Ref: Research Manager – Information and Application Pack

Thank you for your interest in the position of Research 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 **5pm on Monday 16th December 2019.**

Interviews will be held on 13th January 2020 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

Research 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.

Purpose of Role:

- To assist in the implementation of a number of collaborative research projects, including GrassCheck and other on-farm research projects.
- Overseeing project design to ensure intended aims are achievable
- To run and have responsibility for specific projects as agreed with the General Manager
- To support and co-ordinate AgriSearch's three sectoral Advisory Committees
- To disseminate research findings using effective methods e.g. by speaking personally at events, through electronic and print media and in collaboration with other partners.

Reporting to the General Manager the Research Manager will have responsibility for:

- Coordinating activities, resources, equipment and information
- Monitoring and tracking projects' progress and handling any issues that arise
- Analysing complex data and reporting findings
- Acting as the point of contact and communicating project status adequately to all participants
- Using project management tools to monitor working hours, budget, plans and money spend
- Reporting and escalating to management as needed
- Creating and maintaining comprehensive project documentation, plans and reports
- Assisting the General Manager in the development of new proposals, funding applications etc.
- Supporting AgriSearch's Sectoral Advisory Committees (preparation, minutes and actions arising)
- Helping arrange dissemination / knowledge exchange activities including events, website, social media, press articles, etc. This may include personal participation as relevant.

Person Specification:

- Tertiary level qualification in agricultural, environmental, biological science or related discipline
- Experience in Project Management
- Excellent written and verbal communication skills including social media
- Good interpersonal and persuasive skills
- Background in farming and / or experience of engaging with farmers
- Good understanding of Northern Ireland's agri-food sector
- Solid organizational skills including attention to detail and multitasking skills
- 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

Hours of work: 37.5 hours per week

Based at: Hillsborough

Salary: £30,000 to £35,000 depending on experience

Contact Term: Permanent