

HR-002 JOB DESCRIPTIONS

Issue: 1 Date: 10/11/10	Hortus Technical Services Pty Ltd Job Description	Prepared by: HR Authorised by: JPM Page: 1 of 1
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POSITION TITLE: R & D Technical Manager

REPORTS TO: General Manager

**SUPERVISES: Experimentalist
Casual Labour**

OVERVIEW OF RESPONSIBILITIES

- To manage Hortus Technical Services R & D projects including client liaison, coordinate staff and manage material resources to achieve the company objectives
- To ensure that R & D projects are completed on time and within budget with specific regard to Quality and Integrity
- To provide a high quality, professional research service. This includes the conduct of field experiments; the analysis and interpretation of experimental results and the preparation of scientific and technical reports

KEY RESULT AREA

- Project manage scientific and technical research projects across all Hortus sites, coordinating all R & D staff and multiple Co-operators
- Conduct experiments in strict accordance with approved protocols. This will include the accurate collection and collation of data followed by data analysis using statistical techniques
- Generate protocols and study plans in conjunction with the General Manager
- Locate and negotiate with growers for locations that can be used for field experiments, including negotiation of crop compensation
- Successfully complete appropriate GLP training in order to be able to take on the role of Principal Investigator and/or Study Director for GLP studies
- Use and maintain scientific equipment and facilities to the highest professional standard required for scientific experimentation
- Handle potentially harmful chemicals in a manner that is consistent with all accepted OH&S and chemical handling guidelines
- Adhere to Standard Operating Procedures and professional scientific standards
- Ensure the maintenance and safe operation of scientific equipment, this may include maintenance calibration for service providers
- Distribute documentation, chemicals and other materials to study sites
- Liaise with External Research Partners to coordinate documentation, equipment and other tools between sites
- Archive documents according to GLP archivist role
- Ensure that occupational health and safety standards are met
- Abide by company policies and procedures

REQUIRED QUALIFICATIONS:

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- Under graduate Science degree in Agriculture/Horticulture or similar, from a recognised tertiary institution
- At least 3 years relevant work experience
- Understanding of Ag-chemical industry and/or understanding of agricultural/ horticultural production systems
- High level of competence in scientific communication (oral and written)
- Strong client service focus, with great interpersonal skills
- Good level of understanding of scientific trial design, data interpretation and statistical analysis

CAPABILITY & EXPERIENCE:

- Ability to establish and sustain excellent working relationships with managers and staff.
- A high degree of motivation and initiative and the ability to work without daily supervision.
- High level of communication skills including the ability to prepare written reports using word processing databases and spreadsheet software.
- Proven interpersonal skills
- Strong commitment to achieving results.
- Integrity and discretion in dealing with confidential business and personnel matters.
- Excellent knowledge of the agronomy of a broad range of crops and countries.
- Experience in project management.
- Ability to travel within Australia to support Hortus business interests.

HEALTH, SAFETY & ENVIRONMENTAL:

- Obligation to act responsibly and perform work duties in accordance with Work Place Health & Safety standards and Environmental management policies.
- Ensure that team members follow Health, Safety and Environmental regulations and procedures.

REGULATIONS:

- Know, understand and comply with all company policies and procedures.

CONTINUING TRAINING:

- Training requirements will be discussed, agreed and documented during the employee's annual appraisal.

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EMPLOYEES SIGNATURE:

NAME:

DATE:

MANAGERS SIGNATURE:

NAME:

DATE: