

# Template: Job description for an project officer/R&D coordinator/extension officer

## Job Title: Project Officer

Appointed by: Committee/Board/Executive Officer

Accountable to: Executive Officer

## ROLE STATEMENT

The (grower group) is a progressive and vibrant grower driven group from the (shires).

We are seeking a highly motivated and enthusiastic project officer to coordinate research and development (R&D) projects in the (grower group) area.

The project officer will work under the supervision of the (grower group) executive officer to coordinate, implement, monitor and document the (grower group) trials and demonstrations. The project officer will also be required to assist the executive officer in extending these results to (grower group) members and partners through R&D program events, workshops and publications.

## KEY RESPONSIBILITIES

Working in conjunction with the executive officer and under the guidance of a management committee the successful applicant will be required to:

Prioritise grower research needs and develop an R&D plan by linking growers and other industry representatives (such as Department of Agriculture and Food, Elders, Landmark, CSBP, UWA, CSIRO). This will involve coordinating local industry research, investigating new technologies and conducting on-farm validation with growers.

Conduct farm visits pre-season to determine grower on-farm research priorities.

Coordinate and manage the Spring Field Day and Crop Updates.

Coordination of main trial site, satellite sites and all other production and NRM based projects developed by growers.

Be responsible for preparing research reports for all trials and demonstration sites. Prepare project reports, papers and presentations for publication as a co-author and present project findings to seminars and conferences and when appropriate submit relevant articles to farming publications.

Attend and actively contribute to R&D Committee meetings.

Develop and maintain responsive statewide networks and alliances, keeping abreast of current trends and information to ensure project stakeholders are kept up to date.

Other duties as required.

**PREREQUISITES: (Minimum requirements fundamental and indispensable to the duties, e.g. Certificate of Secondary Education).**

Applicants who fail to meet prerequisite requirements will not be interviewed.

Degree in Agricultural Science; Diploma of Agriculture; or Certificate of Agriculture.

General knowledge of Australian broadacre farming system, products and technologies.

A high level of proficiency of computing skills including: website construction and maintenance, word processing, publication creation, spreadsheets, databases, and email.

Current "C" class drivers licence.

**SELECTION CRITERIA: (Including additional qualifications, training, abilities, knowledge, personal attributes, skills and/or experience that would make highly effective performance of the job more probable).**

Knowledge of or experience in scientific methods and analytical procedures appropriate to agricultural research.

Knowledge of research trial management – experience in research trial management and monitoring is desirable.

Experience in the writing of scientific reports.

Experience in liaising and coordinating with contractors and service providers.

Excellent time management skills and ability to work effectively under pressure during peak seasonal periods.

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines.

Ability to work independently, be self- motivated, show initiative and work productively as part of a team.

Highly developed written and verbal communication skills.

Demonstrated affinity for working with farmers.

NOTE:

- This template is for groups to modify and suit to their requirements;
- Recruitment and selection should include interview questions that identify the required skills and competencies (ie. prepare detailed interview format).