

Agronomist Position Description

POSITION DETAILS					
Position Title	Agronomist				
Department	Operations				
Reports to	Regional Manager				
Location	Varies				
Incumbent	Varies				
Prepared by	Sonia Murat (HR Manager)				
Approved by Manager	Roberto Barajas (National Planning & Ops Manager)	Signature		Date	20/Feb/2020
Direct Reports (Titles)					
POSITION SUMMARY					
<p>The Agronomist provides on-site and hands-on support to the designated grower base providing timely and accurate feedback reports to regional management on long term forecasts, daily tray numbers, and expected delivery time of fruit to the Distribution Centre.</p> <p>Agronomists utilise their solid understanding of best practice agronomical, quality and general knowledge of berry plant production processes and disseminate best-practices throughout the grower base and in collaboration and partnership with growers. Integral in this role is the continuous monitoring, assessing and carrying out of continuous improvement initiatives in assisting grower compliance with legal, customer and internal requirements and specifications. Establishing and maintaining strong working relationships with the grower base is essential to the success of this role.</p>					
KEY LIASONS					
Internal	Distribution Centres, Regional Manager				
External	Growers				
KEY RESULT AREAS AND PERFORMANCE TARGETS					

Field Representatives Position Description

Key Result Areas	Objectives	Key Performance Indicator(s)
Agronomy	<ul style="list-style-type: none"> ▪ Conduct daily or regular on-site field visual and plant health checks and report on plant health, growing practices, and overall status of plant numbers. ▪ Disseminate agronomical advice on best-practice growing techniques to grower base and monitor adherence to techniques. ▪ Identify, document and report on pest and disease levels in grower crops. ▪ Provide reliable and credible advice to growers ensuring best-practice techniques implemented. 	<ul style="list-style-type: none"> ▪ Achievement of plant yield targets by berry type and region (growers).
Quality	<ul style="list-style-type: none"> ▪ Conduct and record daily quality checks on both Growers and the DC. ▪ Complete Quality Reports detailing quality, rejection and non-conformance issues as they arise. ▪ Assist QA Manager with internal audits and audit preparation activities. ▪ Assist in disseminating quality related training to grower base. 	<ul style="list-style-type: none"> ▪ Achievement of <2% rate of rejects per annum. ▪ Achievement of Grower quality accreditation requirements.
Operations	<ul style="list-style-type: none"> ▪ Conduct weekly flower and berry counts and report on short and long range forecasts. ▪ Maintain up to date farm maps and records of each grower with plant numbers, varieties plant and manipulation dates. ▪ Produce daily pick and warehouse plans including expected dispatch numbers. ▪ Assist growers with packaging requirements and liaise with regional manager on any short-fall requirements. ▪ Conduct weekly stock takes on packaging. 	<ul style="list-style-type: none"> ▪ 0% rate of short-fall in packaging by grower in region. ▪ 10% deviation on forecast v actual berry quantities.
Safety	<ul style="list-style-type: none"> ▪ Ensure field operation activities are performed in accordance with both regulatory and company standards and policies. ▪ Monitor the health and wellbeing of workers and report any incidents as they arise. ▪ Assist in the investigation of a reportable incident or injury. ▪ Promptly report any serious health and safety breaches observed at grower sites. 	<ul style="list-style-type: none"> ▪ Zero LTI achievement. ▪ Reduction of AIFR by 20% YOY for designated work group.
QUALITY & INNOVATION		
<ul style="list-style-type: none"> • Ensure the standard operating procedures for critical process are developed and maintained. • Ensure management information and records are correctly maintained in accordance with Company procedural requirements. • Contribute, share and communicate to foster team work. • Generate creative solutions and attempt at different and novel ways to deal with problems and seek opportunities. 		

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WH&S

All employees of Driscoll's Australia must be able to demonstrate the following work practices and commitment to WH&S systems and processes:

- Follow all Workplace Health and Safety policies and procedures at all times;
- Ensure that all staff under supervision abide by the Workplace Health and Safety policies and procedures at all times;
- Continuously aim at improving safety in all aspects of their work and to encourage staff under direction to do likewise;
- Work with a “safety mind” and will not carry out any activity unless confident that they have sufficient knowledge to do is safely. If the incumbent is in any doubt as to the safety of the activity and / or process he / she will stop and seek guidance from a qualified person.
- Report any safety hazards to the relevant supervisor / manager.

EMPLOYEE RIGHTS & RESPONSIBILITIES

The incumbent has an obligation to uphold the following principles:

- Everyone at shall treat each other with mutual respect and trust;
- All employees should have the right to be treated fairly and with proper courtesy;
- All employees should feel confident that they are working in a workplace free of harassment;
- Abide by equal opportunity and anti-discrimination policies and principles.
- Take the time to listen to and respect the views of others.
- Encourage and support others in the workplace.
- Accept responsibility for my actions.
- Accept and provide constructive feedback.

COMPETENCIES

Functional / Position Specific Competencies	Rating
Tertiary Experience: Completion of Certificate or Higher Tertiary qualifications in Agronomy or Food Science	Important
Industry Experience: Understanding of plant farming processes (horticulture background preferred).	Useful
Software and Systems: Ability to use Excel for data analysis and reporting purposes and basic computer skills. Basic understanding of productivity reporting metrics.	Important
Initiative: Actively monitoring growth, health and quality of plants and providing proactive support and advice to growers.	Important
Problem Solving: Ability to identify issues and develop effective counter-measures.	Important
Relationship Building: Ability to develop rapport and build strong working relationships with key stakeholders including Growers.	Important



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Negotiation Skills: Strong negotiation skills with the ability to work in a dynamic environment with competing priorities working towards achieving win-win outcomes.	Important
Autonomy: Ability to work independently and with limited supervision.	Important