



**ROLE PROFILE**

<b>Job Title:</b>	Research Officer
<b>School/Department:</b>	Biosciences/Rural Business Research Unit/Division of Agricultural & Environmental Sciences
<b>Job Family and Level:</b>	Administrative, Professional & Managerial Level 3
<b>Contract Status:</b>	This post will be offered on a fixed-term contract until 31 January 2022
<b>Hours of Work:</b>	Full-time
<b>Location:</b>	Sutton Bonington Campus
<b>Reporting to:</b>	Professor Paul Wilson (Principal Investigator, Director RBRU); Mrs Helen McHoul (Manager, RBRU)

**Purpose of the New Role:**

To collect, analyse and process farm level and financial data for a Defra funded Farm Business Survey project. To liaise with co-operating farmers and to travel to and from various farms is a key element of the role.

	<b>Main Responsibilities</b>	<b>% time per year</b>
1.	<ul style="list-style-type: none"> <li>To collect farm business account data and information in a range of formats (e.g. hard copy invoices, cheque books, bank statements, farm accounts packages) and produce a fully balanced electronic account of their business on an annual basis for onward transmission to Defra and onward transmission to Farm Accounts Data Network (FADN) in Brussels</li> <li>To interview farmers and gain additional information related to their business, and farming and land management activities, for example their business management practices, agri-environmental activities and water usage.</li> <li>To undertake travel to and from farms and farm business offices in undertaking the range of tasks required to perform the role fully.</li> </ul>	65%
2.	<ul style="list-style-type: none"> <li>To communicate with farmer co-operators at the point of recruiting, liaising throughout the year, organising appointments and dealing with queries about their individual business performance and to provide explanatory feedback via a short report to farmer co-operators on their individual business performance relative to average group data. Communication by telephone, email, written letter and in person is required and each carries equal importance to the successful undertaking of the duties.</li> <li>To manage a sample of farmer co-operators participating with the University of Nottingham in delivery of the Farm Business Survey.</li> </ul>	20%
3.	<ul style="list-style-type: none"> <li>Assist in the general running of the RBRU Management Support Activities through involvement in Access, Excel, Word and PowerPoint tasks, checking and advising on FBS instructions; validations; electronic field book and other miscellaneous tasks and delegated responsibilities.</li> <li>Communication with other members of the RBRU team, RBRU Manager and RBRU Director and attending meetings as required.</li> <li>Contribution of ideas and involvement in successful running of the work of the RBRU.</li> <li>Contributing to the data analysis and writing required for outreach reports.</li> </ul>	10%

	<ul style="list-style-type: none"> <li>Working safely and responsibly with regard to University rules.</li> </ul>	
4.	<ul style="list-style-type: none"> <li>Assist with responding to enquiries from internal and external sources [e.g. colleagues within the School of Bioscience and the University, banks, consultants &amp; farmers], as requested by the Director and Manager of the RBRU.</li> </ul>	3%
5.	<ul style="list-style-type: none"> <li>Help the team meet the range of other demands associated with the challenging targets associated with the FBS and other studies undertaken.</li> <li>Performing any other duties appropriate to the grade and role of the post holder.</li> </ul>	2%

### Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>HND in Agriculture or related subject, Accounting or Business Management.</li> </ul>	<ul style="list-style-type: none"> <li>BSc or Masters in Agriculture or related subject, Accounting or Business Management.</li> </ul>
<b>Skills/Training</b>	<ul style="list-style-type: none"> <li>Strong communication skills (oral and written).</li> <li>Very good knowledge of Microsoft Excel and Word.</li> <li>High level of accuracy and numeracy.</li> <li>Sound administrative and organisational competencies.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of Microsoft Access and PowerPoint.</li> <li>Good knowledge of writing macros and programming in Visual Basic.</li> <li>Interest and experience in computing packages.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Good general knowledge and understanding of British Agriculture and the ability to appreciate the difficulties and issues faced by farmers and growers in the UK.</li> <li>Understanding and working knowledge of British accounting principles.</li> <li>Good knowledge of farm business management.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Common Agricultural Policy.</li> <li>Good working knowledge of land use issues and environmental / agricultural interactions.</li> <li>In-depth knowledge of UK agriculture or horticulture</li> <li>Understanding of farm accounts packages.</li> </ul>
<b>Statutory/Legal</b>	<ul style="list-style-type: none"> <li>Ability to establish and maintain a good impression and working relationships.</li> <li>Ability to work independently from the team for prolonged periods when travelling and completing case studies for the FBS and Ad hoc Studies.</li> <li>Ability to travel to and from farms in the UK and access to own transport.</li> <li>Willingness to embrace the need to work flexibly as demanded, on occasions, by the irregular demands of the post.</li> </ul>	<ul style="list-style-type: none"> <li>Aptitude and interest in giving presentations and lectures.</li> </ul>

### Additional Information

<p>The University of Nottingham is committed to providing a truly international education, inspiring our students, producing world-leading research and benefitting the communities around our campuses in the UK, China and Malaysia. Our purpose is to improve life for individuals and societies worldwide. By bold innovation and excellence in all that we do, we make both knowledge and discoveries matter.</p> <p>Our vision is to be widely recognised as the first choice of:</p> <ul style="list-style-type: none"> <li>students who want a top quality, international education</li> <li>researchers who want the best opportunity to make a significant global impact</li> <li>businesses that want innovative partners who give them an edge on their competition</li> </ul> <p>The School of Biosciences is one of the largest Schools in the University and is part of the Faculty of Science. It is one of two Schools based on the Sutton Bonington Campus which has its own farm and animal research facilities. The School was awarded the Queen's Anniversary prize on 24 February 2012 for Global Food Security and leads the Bioenergy agenda for the University. There is a collegiate approach to collaboration within the School and with other Schools and Faculties. Joint programmes of research are actively encouraged. The School attracts funding from BBSRC, EPSRC, EU, Defra, Charities and Industry and was ranked 2nd in its Unit of Assessment for the Research Excellence Framework (2014).</p>
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Further information concerning the School of Biosciences can be found using the following link:  
<http://www.nottingham.ac.uk/biosciences/index.aspx>

**Rural Business Research Unit:**

The Rural Business Research Unit (RBRU) is a specialist research unit based with the Division of Agricultural and Environmental Sciences. The RBRU leads the Defra-funded Farm Business Survey (FBS) for England and is the lead unit of the Rural Business Research (RBR) ([www.ruralbusinessresearch.co.uk](http://www.ruralbusinessresearch.co.uk)) consortium of agricultural universities and colleges. The RBRU undertakes collection, analysis and interpretation of farm business financial and physical data for approximately 270 farm businesses, primarily in the East and West Midlands of the UK. The data collected and analysed contributes to the FBS which is utilised in UK and EU policy making and by the agricultural and horticultural industry at farmer, adviser and organisation level. One of the key farmer focused benefits of the FBS programme is the free-to-use online farm business benchmarking service ([www.farmbusinesssurvey.co.uk](http://www.farmbusinesssurvey.co.uk)). The RBRU provides direct links to the leading agricultural economic communities across England, with additional links to those in Wales and Scotland. The University of Nottingham is a research-led University and the post-holder will be encouraged to engage with colleagues in the wider University research community and to additionally gain further skills through taking part in short courses available to staff members.



*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*