



## **Agricultural Technician**

### **JOB DESCRIPTION**

**Directorate of Land-Based, Animal and Equine  
& SCCA**



## ADVERTISEMENT

### **Agricultural Technician**

37 hours per week (52 weeks per year)

Within the range of £22,071 to £25,041 per annum

This is an exciting opportunity for an Agricultural Technician to join our growing team based at Suffolk Rural, Otley, which is a specialist land-based campus within East Anglia, just 9 miles outside of Ipswich.

The Agricultural Technician will assist with day-to-day duties on the Farm to support both our commercial operations and our learners studying land-based qualifications. Training to use specialist equipment and systems will be provided where needed.

We are looking for relevant industry experience and formal industry tickets to support the work required on the land. Ideally you will have some experience of working with young people, record keeping and farm management systems.

As part of your role, you will contribute to the wider College health and safety activity and therefore you should have a good understanding of health and safety and be prepared to undertake training in these areas e.g. first aid, telehandler ticket.

This post is based at our Suffolk Rural campus however Suffolk New College is a multi-campus site therefore you may be required to work at and travel between campuses for training.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

*Please note we reserve the right to withdraw the advert prior to the closing date if we have sufficient applications.*

**Closing date: Sunday 22<sup>nd</sup> September 2024 at midnight**

**Interview date: Monday 30<sup>th</sup> September 2024**

**For further information about this vacancy please follow this link to our website:**

<https://www.suffolk.ac.uk/jobs/work-for-us>

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

## **DIRECTORATE OF LAND BASED INDUSTRIES**

We have an exciting opportunity for an Agricultural Technician to join our growing team based at Suffolk Rural, Otley, which is a specialist land-based campus within East Anglia, just 9 miles outside of Ipswich.

The curriculum directorate of Land-based Industries delivers a wide range of specialist qualifications within Agriculture, Arboriculture, Horticulture and Floristry. This is an exciting period of growth and development for the department, which has access to a working farm and vibrant Animal Studies Centre.

The Agricultural Technician will aid in responsibility of land management, as well as supporting with welfare of livestock, daily farm duties, site supervision and administration of activities on the farm. They will work closely with the Farm Supervisor and curriculum teaching team to ensure safe industry practice onsite and to support the learner development of practical skills.

The curriculum directorate team comprises of management, teaching staff, and administrators who are all committed to delivering an exceptional experience to our learners to enable them achieve and to progress their chosen career through Further Education, Higher Education opportunities or employment.

## JOB DESCRIPTION

### Agricultural Technician

#### Summary of Benefits, and Terms and Conditions

<b>Location:</b>	Suffolk Rural Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses
<b>Salary:</b>	Within the range of £22,071 - £25,041 per annum
<b>Salary Scale:</b>	Technician Band 2
<b>Contract status:</b>	Permanent
<b>Hours of work:</b>	37 hours per week
<b>Pension:</b>	Career average pension scheme in which employees contribute between 5.5% and 12.5% of salary
<b>Holiday:</b>	20 days per annum, rising one-day per year worked to a maximum 25 days pro-rata, plus Bank Holidays and Christmas closure days
<b>Staff Development:</b>	Corporate and Departmental Development Programme opportunities
<b>Reporting to:</b>	Farm Supervisor

## JOB PURPOSE

To ensure industry standard on the college farm, largely the arable and grassland side of the commercial farm. In addition, provide technical support and practical assistance to staff and students across the Directorate. To maintain and prepare the workspaces and equipment for teaching sessions in accordance with health and safety and College policies and to assist with the supervision of students.

## MAIN DUTIES AND RESPONSIBILITIES

- 1 To undertake day to day care of the arable and grassland - this includes weekend work
- 2 To maintain equipment as required
- 3 To ensure all livestock, machinery and farm working areas are kept clean and tidy
- 4 To support and prepare livestock for market when needed
- 5 To maintain safe working systems and working practice within the farm

- 6 To undertake a range of machinery tasks as required across the College's farm operations
- 7 To support other members of the farm team which could include:
  - Assisting with day-to-day duties at peak times
  - Weekend feeding and livestock checks
  - Sickness and holiday cover
- 8 To provide technical support and advice to staff and students on the farm, environment, liaison with teaching staff, and assist students in small groups within practical skills.
- 9 To provide demonstrations to students in relation to practical or technical skills including demonstrating farm protocols and processes as required by teaching staff.
- 10 To support and assist staff and students in the use and safe practice of all equipment at the farm and ensure safe working practices, including providing advice on specific individual training needs in respect of safe working practices and processes.
- 11 To be responsible for the supervision of students during sessions and external trips and visits as required.
- 12 To prepare and maintain teaching areas, equipment and materials in accordance with teaching requirements and as requested by teaching staff
- 13 To be responsible for maintaining clean, tidy and fully functioning workspaces, including security and compliance with health and safety in line with College policy.
- 14 To undertake risk assessments in line with College policy and ensure teaching staff are aware of farm risk assessments and advised when risk assessments are required
- 15 To support PAT (Portable Appliance Testing) testing of equipment and machinery within the working environment
- 16 To ensure implementation of industry specific health & safety best practice, legislation and College policy within working environment.
- 17 To undertake relevant first aid training and carry out first aid duties as required.
- 18 To undertake relevant health and safety training and carry out fire marshal and evacuation chair operator duties and any other cross college health and safety initiatives as required.
- 19 To participate in cross college activities such as open events and external promotion activities.
- 20 To take a pro-active approach and responsibility for the well-being and safeguarding of all students.

- 21 Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job description is a well-rounded role that provides a lot of variety, different from most other farms due to the number of enterprises. Although this description sets out the major duties associated with the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, in which case appropriate training may be given to enable the post-holder to undertake the duties.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including Literacy and Numeracy</li> <li>• Formal Agricultural qualification and/or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 qualification in a relevant subject area.</li> <li>• Current first aid certificate</li> <li>• VET-MED – Safe use of medicine qualification</li> <li>• Telehandler ticket</li> <li>• PA1/PA2/PA6, or willing to work towards</li> <li>• Health &amp; Safety Level 2, or willing to work towards</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant professional industry experience with arable operations</li> <li>• Knowledge of current industry standards, trends and technology</li> <li>• Experience of working in a technical environment</li> <li>• Knowledge and understanding of health and safety best practice, legislation and risk assessments.</li> <li>• Ability to use GPS for field operations</li> <li>• IT Literate</li> <li>• Understanding of cross compliance rules linked to RPA &amp; BPS</li> </ul>	<ul style="list-style-type: none"> <li>• Working with young people</li> <li>• Working in an educational setting</li> <li>• Trailer license B+E</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a diverse range of audiences including young people, managers and team members</li> <li>• Planning, time management and organisational skills</li> <li>• Build and maintain professional working relationships</li> <li>• Team work and a commitment to sharing best practice</li> <li>• Record keeping for medicine, performance records etc.</li> </ul>	
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Self- driven and motivated</li> <li>• Student focused approach</li> <li>• Pro-active and solution focused</li> <li>• Calm under pressure with a resilient approach</li> <li>• Diplomacy, tact and integrity and with due regard for confidentiality</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Driven to deliver high quality technical support</li> <li>• Embeds and promotes equality, diversity and respect through all aspects of the role</li> </ul>	

	<ul style="list-style-type: none"> <li>● Pro-active commitment towards safeguarding and promoting the welfare of young people</li> <li>● Positive and can-do attitude towards work</li> <li>● Actively participates in continued professional development</li> <li>● Flexible approach to meet changing needs</li> </ul>	
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**EQUALITY & DIVERSITY**

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to shortlist all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

**CRIMINAL CONVICTIONS**

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.

**INFORMAL ENQUIRIES**

For informal enquiries please contact Toby Greenhalgh, Farm Supervisor through email [TobyGreenhalgh@suffolk.ac.uk](mailto:TobyGreenhalgh@suffolk.ac.uk) or Lynsey Wilson, Director of Land Based Industries and Culinary Arts on email [LynseyWilson@Suffolk.ac.uk](mailto:LynseyWilson@Suffolk.ac.uk)

**TECHNICIAN BAND 2 SALARY SCALE**

<b>Technician Band 2</b>	13	<b>22071</b>
	14	<b>22275</b>
	15	<b>22827</b>
	16	<b>23526</b>



	17	<b>24264</b>
	18	<b>25041</b>