

<b>Job Title:</b>	Agricultural Assistant		
<b>Directorate:</b>	Natural Resources	<b>Section:</b>	Agriculture
<b>Reports to:</b>	Agriculture Advisors/Assistant Agricultural Advisor		
<b>Grade:</b>	Falkland Islands Government Grade – G1	<b>Job Code:</b>	400AA2

**Job Purpose**

To provide practical, administrative and technical support in the delivery of Agricultural services and projects within the Directorate of Natural Resources.

**Main Accountabilities**

**Administrative and data collection/collation duties**

- Undertake departmental administrative tasks, including, but not limited to:
  - Helping in maintaining the DoA website and Facebook page;
  - Creating and formatting extension materials for presentations, publication and uploading;
  - Assisting in the production of any relevant reports such as the Australian Wool Exchange LTD (AWEX) report and
  - Taking notes and minutes at meetings and support the PA and Office manager as required.
- Be responsible for the compiling and publishing of documents/journals as required, (including the Wool Press which is published every 2 months) so information and pertinent material is available to all stakeholders.
- Be responsible for issuing forms and receiving and logging all information for farming statistics collection and any data collation as required so that accurate agricultural data can be used in decision making on farm and policy making by Falkland Islands Government.
- Provide administrative support to departmental programmes, (such as animal management, farming systems, wool coring and agronomy) which will include accurate data collection, entry and processing, to ensure departmental projects, reports and publications are completed in a timely manner.
- Use software utilized by the department to ensure production data from the Saladero Stud Flock is recorded accurately and the data used to produce the annual Ram Sale catalogue.
- Collecting data and processing it using appropriate Geographical Information Systems software to create farm maps that assist in managing land effectively.
- Keep abreast of departmental programmes, (e.g. Quality Falklands Wool (QFW) and Responsible Wool Standard (RWS) etc.) to provide support to colleagues and farmers to assist with data collection and meeting the requirements that, for example, assist in attracting premium prices for Falkland Island wool.

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<b>Main Accountabilities continued</b>			
<p><b>Practical duties</b></p> <ul style="list-style-type: none"> <li>• Provide practical support (as directed) to departmental programmes such as; <ul style="list-style-type: none"> <li>▪ Help with ewe pregnancy scanning, back fat scanning, nursing and technical and logistical support for artificial insemination programmes, body condition scoring of livestock, genetic sampling from the National Stud Flock, ram MOTs, performing faecal worm egg counts, collection of soil and plant samples or measurements and invasive plant species control programmes (this is not an exhaustive list).</li> <li>▪ Assist and provide support at departmental field days, events such as the ram sale and Farmer’s Week, on farm demonstrations and any other practical or maintenance tasks at Saladero.</li> <li>▪ Assist and support colleagues with collecting core wool samples to ensure samples are collected and sent for analysis in a timely manner to assist the selling of Falkland Islands wool.</li> <li>▪ Assist and support colleagues in the timely and accurate collection and processing of mid-side wool samples for testing in New Zealand and using the department’s instruments, (currently the OFDA2000).</li> </ul> </li> <li>• Assist the Biosecurity Officer with administrative and practical biosecurity tasks and inspections of vehicles, food stuffs and plant and building materials to protect the ecosystems and disease free status of the Falkland Islands.</li> <li>• Undertake any other supportive tasks as directed by Line Management which may include assisting in physical animal husbandry tasks, maintenance and cleaning of buildings or equipment or assisting in general tasks at Saladero or other farms.</li> </ul> <p><b>General duties</b></p> <ul style="list-style-type: none"> <li>• Assist the department in the control of disease in the event of an infectious disease outbreak in the Falkland Islands.</li> <li>• Operate at all times within FIG’s Health, Safety &amp; Wellbeing policy.</li> <li>• Assist other members of staff when required so that work schedules are met.</li> </ul> <p><b>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</b></p>			

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<b>Additional Information</b>	
<p><b>The post</b></p> <p>The position is based at the Department of Agriculture’s main office site however the postholder will be expected to work out of the office around Stanley or at camp, as required, (this will occasionally include overnight stays away). Given the nature of the duties, working on weekends and/or evenings will also be required as necessary. (Wherever possible, reasonable notice of such a requirement will be provided in such instances).</p> <p><b>The person</b></p> <p>The post requires working in an environment that involves animals so confidence and affinity with most animals is required. The post holder will also need to be sufficiently physical fit for the duties required of them as a certain amount of lifting and getting into awkward spaces, and some physical farm work may be involved in the role. In addition, the post requires some handling of hazard materials, along with veterinary &amp; agricultural equipment. Training in the handling of such materials/machinery will be given if the individual is not already familiar with operating with them.</p> <p>Given the limited numbers in the team, the post holder is also expected to be pro-active with regards to their own training and development, though training in key systems, processes, protocols and software will be provided as necessary.</p>	

Person Specification:	Agricultural Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Minimum of 3 years' relevant work experience or a minimum of one year academic training in agriculture and two years' relevant work experience	✓		A
Computer literate with the ability to effectively use Microsoft Office programs	✓		A/I/R
Excellent communication and interpersonal skills to deal professionally with the public and related stakeholders	✓		A/I/R
Meticulous systematic data recording, record keeping and filing	✓		A/I/R
Possesses a practical aptitude for agriculture	✓		A/I
Ability to work effectively in a small team, but with minimal supervision at times	✓		I/R
Ability to work unsupervised and complete tasks to a high standard	✓		A/I
Ability to maintain a high degree of confidentiality and act tactfully at all levels	✓		I/R
Knowledge of Falkland Islands farms/farmers/farming systems and the rural community		✓	A/I
Knowledge of agriculture based software systems or the aptitude and desire to learn to use them		✓	A/I
<b>Personal Attributes:</b>			
Has a desire to undertake further training in agriculture	✓		I
Motivated with a positive work ethic and the ability to take initiative as required within the limits of the job	✓		I/R
Awareness of sensitivity of information in a small community	✓		I/R
Alignment with FIG's Core Values – Diverse, Professional, Resilient & Resourceful	✓		I/R
<b>Education, Qualifications &amp; Training</b>			
GCSE English & Math at Grade C, equivalent or above	✓		A
Current driver's license	✓		A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

**Method of assessment:** A - Application Form I - Selection Interview R – Reference O - Other