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Dear Applicant,

**Ref: Operations Manager – Information and Application Pack**

Thank you for your interest in the position of Operations Manager at AgriSearch.  
The information pack includes the following documents which you should refer to when completing your application:

- Job description
- Person specification
- Application form.

Completed forms should be submitted by **12 Noon on Monday 4<sup>th</sup> September 2023** .

Interviews will be held on the week beginning 25<sup>th</sup> September 2023 in the Greater Belfast Area.

May I take this opportunity to thank you for your interest in AgriSearch. We look forward to receiving your application.

Yours faithfully,

Jason Rankin  
General Manager

## **Operations Manager – Job Description**

### **The Company**

The Northern Ireland Agricultural Research and Development Council (T/A AgriSearch), is a charitable organisation whose mission is to drive innovation and sustainability in ruminant livestock farming, as a trusted, valued conduit of knowledge and innovation based on sound science, and widely applied research. Due to an internal reorganisation a new role of Operations Manager has been identified.

### **Purpose of Role:**

Reporting to the Chairman and working alongside the Strategy Manager the Operations Manager will have responsibility for the day-to-day management of AgriSearch including, coordinating activities, resources, equipment and information in the following areas:

#### **People management**

- Management of staff (4-6)
- Approving leave requests & expenses
- Annual performance monitoring
- Annual review of HR policies
- H&S Policy / Risk Assessments

#### **Financial Oversight**

- Setting of annual budgets
- Monitoring project budgets
- Purchase Orders
- Approval of invoices
- Supervising the production of Management Accounts
- Cash flow projections
- Budgets for new projects (drawn up in conjunction with the Strategy Manager)
- Liaison with managers of AgriSearch's investment portfolios
- Engaging with the auditors

#### **Corporate**

- Servicing the Board and its Committees and Sectoral Advisory Committees (preparation, minutes and actions arising)
- Updating corporate policies such as GDPR and ensuring they are implemented
- Returns to Companies House and Charities Commission
- Drafting the Trustees Report for the annual report
- Administering the IT systems / web based services

#### **Knowledge Exchange and Communications**

- Drafting and issue of press releases
- Directing and supervising activity on website, social media and other digital output

## **Projects**

- Liaise with the Strategy Manager and Research Manager in regard to potential new projects and resource requirements.

## **Person Specification:**

### **Essential**

- Either tertiary level qualification in business, economics, agriculture, environmental or related discipline and some practical experience, **or** demonstrable practical experience (3-5years) in a similar role
- Experience of managing a staff team and running an organisation or department
- Demonstrable financial awareness
- Prior experience of working to a Board including Policy development and Governance
- Excellent written and verbal communication skills including social media.
- Good interpersonal and persuasive skills
- Solid organizational skills including attention to detail and multitasking skills.
- Flexible, with a positive, can-do attitude
- Ability to identify improvements and streamline processes to ensure value-for-money is achieved for all stakeholders
- An understanding of Northern Ireland's agri-food sector
- Strong working knowledge of Microsoft Office
- As travel throughout Northern Ireland is essential the successful candidate must have a full valid driving licence and access to a form of transport that will permit them to meet the requirements of the post in full.

### **Desirable:**

- Experience of agricultural research and / or knowledge exchange to farmers.
- Background in farming and / or experience of engaging with farmers.

### **Rewards:**

- **Competitive salary** - £38,000 - £44,000 depending on skills / experience
- **Hours of work** - 37.5 hours per week (some hybrid working can be anticipated subject to the needs of the organisation being met).
- **Holidays** – 23 days annual leave + 11 Public / bank holidays
- **Company Sick Pay Scheme**, after qualifying period (1 full year in post)
- **Parking** - On-site (free)
- **Pension** – Contributory scheme including employer contribution

**Based at:** Hillsborough, Northern Ireland.

**Contact Term:** Permanent