



Field Representative

Position Title		
Based	Ashburton	
Reports to	Agronomy Team Lead	
Direct Reports	Nil	
Overall Purpose	To coordinate daily aspects of vegetable production on behalf of Seasons Best – crop planning, grower contracting, agronomy from pre-plant to harvest, crop sampling, harvest scheduling, and storage (where applicable). Engage with internal parties to achieve better outcomes for the grower, factory, and our consumers. Actively participate in industry developments and training, negotiate crop and seed prices and related activities.	
Relationships	Internal	Field and Agronomy Team, Field Operations Team, Admin Team, Freight Team, QA Team, Production/ Factory Team, Senior Lead Team & Lead Team.
	External	Growers, Suppliers & Industry Groups.
Delegated Authority	Field & Agronomy Team	

Key Accountabilities	
Areas of Responsibility	<ul style="list-style-type: none"> • Co-ordinate all agronomy, land, crops, growers and harvest/ storage to meet the raw material requirements of the business (pre-plant to harvest). • Contract negotiation (internal) and formal presentation to growers. • Contracting growers on behalf of Seasons Best. • Co-ordinating planning and planting. • Be visible to growers – walking paddocks/ crops, provide feedback and agronomy recommendations. • Undertake crop evaluations. • Co-ordinate crop harvest/ storage scheduling/ requirements. • Sourcing seed and keeping abreast of industry developments, new seed lines and varieties, and making recommendations to the business. • Negotiating seed prices, seed treatment (seed cutting). • Ensure clear and concise communication with internal and external parties. • Identify and proactively look for process analysis improvements.

	<ul style="list-style-type: none"> Actively participate in industry events, including training.
People	<ul style="list-style-type: none"> Participate in defining seasonal labour requirements and evaluations. Motivate, coach and encourage each other to continually improve Embrace success.
Overlapping Duties	<ul style="list-style-type: none"> Collaborate with other departments to ensure quality is maintained at a high level Collaborate between team members, sharing ideas, and workloads where necessary. Work with other divisions such as freight to ensure timely delivery of product
System and Reporting	<ul style="list-style-type: none"> Ensure all Crop Diaries are correct presented ahead of harvest. Accurately maintain all documentation and records regarding seed deliveries on site as well as deliveries to growers. Complete monthly reports as required by management – this includes but is not limited to: <ul style="list-style-type: none"> Preparation of relevant weekly, monthly, and seasonal crop reports. Report key events and activities as and when they happen. Involvement in gross margin budget preparations. Continually review Suppliers and their products. Monitor Grower Crop Diaries and GAP reports. Actively participate in the quality system, food safety and HACCP program.
Health, Safety and Wellbeing	<ul style="list-style-type: none"> All team members will understand and engage with the Health, Safety and Wellbeing Strategy, Activity Plans, HSMS and Critical Risks & Controls. Be aware of and comply with the legislative requirements as defined in the HSWA 2015. Consult with staff to help establish, observe, and comply with safe work practices and equipment and identify risks. Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in Assura. Use and care for safety equipment and clothing correctly when required. Challenge unsafe behaviour by anyone onsite immediately and behave in a manner that does not endanger the health and safety of yourself or others. Prioritise staff wellbeing, ensuring a supportive, balanced, and inclusive environment. Foster a safety-first culture, utilising regular team and toolbox meetings to drive key messages and establish open communication channels. Bullet point list here
Other	<ul style="list-style-type: none"> From time-to-time other tasks may be requested to align with the changing needs of the business

Knowledge, Skills and Personal Qualities	
Qualifications and/or Experience	<ul style="list-style-type: none"> • Formal Agriculture Training/Background (Preferred but not essential)
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent record keeping and organisational abilities • MS Word, Excel, and Access (preferred) • A good understanding of H&S in the workplace
Personal Attributes	<ul style="list-style-type: none"> • Highly organised • A high level of accuracy and attention to detail • Excellent record keeping and organisational abilities. • Ability to work under pressure and tight timeframes with sound problem-solving skills. • Strong verbal and communication skills • Ability to self-manage and use initiative

Key Performance Indicators (KPIs)

- Ensure quality, quantity and timeliness of crops through planning, agronomy and harvesting
- Build strong relationships with growers and support with compliance and know-how
- Ensure compliance of grower chemical programmes and land selection (food safety)
- Research, select, procure, store and distribute seed to a high standard
- Understand local and global basic compliance standards and proactively and consistently drive GMP principles and improvement initiatives

I have received, reviewed and fully understood the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name		Date	
Signed			