

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Farm and Estate Manager				
DEPARTMENT	Estates Department				
LOCATION	Riseholme Park				
JOB NUMBER	EF5147	GRADE	10	DATE	January 2020
REPORTS TO	Director of Estates				

CONTEXT

The University of Lincoln is a high-achieving centre of academic excellence which has been recognised nationally and internationally. It is an ambitious, fast-paced dynamic organisation with multiple stakeholders which strives always to improve the staff and student experience and engagement with the wider Lincoln community.

Riseholme Park comprises a 220 ha estate, 3 miles to the north of Lincoln. with arable and livestock farms, lake, woodlands, formal grounds and gardens. In addition, there is an extensive building stock including the Grade 2 listed Old Hall and Stable Yard, along with a glasshouse unit that supports the grounds upkeep and provides space for research, projects and trials. The arable land on the Estate is currently managed through a Farm Business Tenancy whilst the remainder of the land including grassland, woodland and grounds is directly maintained by the University.

It is a mixed agricultural and academic estate which acts as a hub for members of the Greater Lincolnshire agricultural community and is also used for recreational purposes by members of the general public. The Riseholme Herd currently comprises of approximately 80 head of Lincoln Red cattle, the Riseholme Flock of 10 Lincoln Longwool Sheep and a further 200 Mules.

The University has recently entered into a new long-term agreement with Bishop Burton College which secures the provision of high quality land-based further and higher education at Riseholme and has allowed the investment of c.£4m in modern livestock and equine facilities.

In addition, the campus is also home to the Lincoln Institute for Agri-Food Technology (LIAT), a specialist research institute which is experiencing a period of rapid expansion.

The Farm and Estate Manager is responsible for the financial and physical performance of the farm and as such will be skilled in all aspects of farm management and environmental management and the business and financial aspects of farm and estate management. The post holder is responsible for implementing the short and long-term business plan for the farm as directed by the Director of Estates and will work closely with other colleagues in the Estates Department to ensure the effective and safe running of the wider estate at Riseholme.

The post holder is responsible directly for the Stockperson and other staff responsible for managing the estate.

JOB PURPOSE

The Estates Department comprises a high-performing multi-disciplinary team of estates professionals that manages and develops a high quality, complex estate. The post holder will work as part of the Estates Department to play a pivotal role in the development, growth and diversification of the Riseholme Campus, whilst maintaining clear and effective operational management. As part of this the post holder will be expected to take the lead in the coordination of key strategic projects, including but not limited to: the repurposing of buildings vacated by Bishop Burton College and income diversification projects which are compatible with the delivery of the education and research.

In conjunction with the Director of Estates, the post holder will take the lead in consulting on, devising and delivering a site-wide Campus Strategy which is consistent with the University and Estates Strategies and which has regard to the needs of the existing users of the site and identifies potential opportunities for development. The post holder will be required to identify activity in a costed 5-year rolling Campus Plan and be responsible for planning and coordinating activities, monitoring progress to include the achievement of KPIs and other targets, maintaining a Risk Register, and on identification and monitoring of corrective actions.

In addition, the post holder will coordinate operational management of the Campus, in particular:

- lead liaison and coordination with all campus users to minimise operational conflicts
- lead liaison and coordination with University of Lincoln central services to continuously improve processes and delivery,
- implement University policies and monitor compliance,
- manage the campus budget, out-sourced resource, day-to-day operations on the estate, animal welfare and statutory Health and Safety compliance.

To be responsible for the financial and physical performance of the farm and for implementing the farms short and long-term business plans as directed by the University.

To have responsibility for the general running of the site at Riseholme working closely with colleagues in the Estates Department to ensure the smooth and safe running of the wider estate.

To manage public access within the Riseholme estate ensuring the safety and security of visitors without disrupting the operational activities of the University.

To ensure the University's advocacy for environmental best practice is demonstrated through its farming activities along with compliance with all legislative frameworks.

As a senior post holder, the post holder may be required to undertake other cross-cutting functions and represent the wider interests of the Estates Department and the University externally as required.

KEY RESPONSIBILITIES

Farm Management - Arable Enterprise

Liaise on a regular basis with the Tenant over operational matters, identifying and solving routine and complex problems to ensure that the Tenant's farming activities are not inhibited or delayed by University matters and vice versa.

Liaise with the Tenant to make available details of cropping, applications and yields to staff and students at the University for teaching and research purposes.

Liaise with the tenant to enable research activities and teaching requirements to be delivered whilst causing minimal impact on operations on the land or crop.

Work with internal and external stakeholders to ensure that cross college/university projects are delivered.

Bring to the attention of the University any matters of concern relating to the Tenant's occupation of the arable land that may impact adversely on the University's finances or reputation.

Act as a link between the tenant and Bishop Burton College staff to enable, where practicable, farming activities to be carried out by their students.

Farm Management - Livestock Enterprise

To advise the University on relevant strategies for the Livestock Enterprise and stocking policy to inform decision making and the strategic direction.

To oversee the maximising of stock health and performance in balance with ensuring optimal pasture management.

Direct the planning and allocating of feed, supplements and grazing using budgeting techniques and knowledge of pasture management and animal health to achieve production targets.

Develop and oversee the implementation of nutrient management plans for pasture, directing soil sampling and interpretation of results to inform the identification of suitable fertilisers and rates of application. Monitor and assess results of various interventions and adapt future plans accordingly. Apply the same to inform the development and implementation of re-seeding programmes.

Develop and oversee the implementation of plans to manage weeds and pests to maintain pasture within the confines of a sustainable farm management plan.

Develop and oversee the implementation of animal health programmes to maintain good health. Work closely with the Stockperson, vet and animal health professionals to inform own decision making and review impact and adjust plans accordingly.

Oversee the timely organisation and implementation of main stock priorities including but not limited to shearing, docking, foot trimming, scanning and veterinary testing. Ensure that farm policies are

in place and adhered to for all operations and that those undertaking these tasks demonstrate the appropriate level of practical stock handling skills.

Oversee the implementation of breeding strategies to include setting targets, agreeing the means of reproduction and the identification of suitable gene banks and blood lines. Review outcomes and adjust future plans accordingly.

Oversee the achievement of target weights in a timely manner and make decisions to ensure that stock is presented in optimal state to the given market.

Use knowledge of market conditions/livestock prices and personal negotiation skills in to ensure the best price for animals is achieved. Confer with the livestock market, agents or others to make arrangements for sale and ensure that animals are afforded the highest standards of welfare during this process.

Oversee the keeping of appropriate herd/flock records. Analyse information over the long and short term to inform management decision making and improvement in the Livestock Enterprise.

Farm Management - Reservoir and Parkland

Work closely with colleagues in the Estates Department to ensure the upkeep of the resources, legislative compliance and conformance to environmental best practice.

Direct the work of the Ground's Maintenance Team in conjunction with the Head of Maintenance and Facilities to ensure the grounds are maintained in good condition. This includes overseeing the upkeep of the sports field, grassed areas, ornamental beds, shrubs, trees and woodland

Oversee the effective use of the horticultural unit as a resource for growing plants for the grounds, research projects and for supporting teaching and third party trials work.

Oversee the management of decorative trees and woodland through the Woodland Management Plan ensuring that the woodland prospers and natural habitats are maintained. Ensure that a regular Duty of Care risk assessment is undertaken to identify trees that pose a risk to the public and that preventative measures are executed.

Oversee the upkeep of the reservoir and advise on the maintenance of the reservoir with respect to fish stocks, water quality, environmental status and public safety and the management of fishing including the issuing and management of fishing permits. Ensure that the management of the reservoir is compliant with the Reservoir Act.

Farm Business Management

Understand the implications of weather on short-term and long-term plans. Make contingency plans for short-term situations and use knowledge of weather patterns to determine the long-term strategy for the farm.

Keep up to date with the latest research and developments in crop and animal science and technology to drive forward productivity and profitability on the farm.

Direct the format and keeping of appropriate farm records. Analyse information over the long and short term to inform management decision making and improvement, including benchmarking of performance to external performance indicators.

Direct activities to ensure that animals, grain and other farm products are presented for sale in line with University policy regarding quality, quantity and timeliness of delivery and are marketed in accordance with University policies.

Advise on capital and revenue investment needs, priorities and timescales required to ensure the effective operation of the farm e.g. roads, drainage, grain and machinery storage.

Review and manage repairs and maintenance schedules for all plant, machinery and infrastructure.

Oversee the purchasing and commissioning of farm equipment and the agreeing of lease arrangements with Finance.

Undertake risk assessments for the farm's activities and ensure that all risks are mitigated or effectively managed. Ensure that contingency plans are in place for dealing with significant and potentially catastrophic events e.g. disease epidemics

Ensure that requests for farm-related data and information are served promptly and accurately.

Environmental Management

Ensure the University's advocacy for environmental best practice is demonstrated through the University's farming and estates activities and linked to the Environmental Management System.

Work with the Estates Department to ensure that environmental matters related to the farm and estate are identified and managed within the University's overarching action plan for sustainability, advising on specific environmental issues and changes to legislation as part of this process.

Ensure compliance with agricultural and environmental legislation, including environmental stewardship schemes.

Team Working and Team Leadership

Manage, deploy and develop staff employed within the function (currently three Grounds Maintenance staff, one Stockperson):

Ensure a positive team atmosphere and build productive working relationships with colleagues and external partners to maximise the value of working together

Take overall responsibility for recruitment, induction, retention, appraisal, training and development, performance management, monitoring attendance and operation of grievance and disciplinary procedures in accordance with HR procedures. Ensure job descriptions of staff remain relevant through regular review.

Plan and manage workloads in accordance with agreed procedures.

Ensure effective communication and consultation with all staff through regular staff meetings.

Instil a culture of performance management and accountability.

Ensure that the staff team possess the required competence to excel in their roles and work safety.

Effectively recruit and appropriately deploy and support consultants and external contractors to meet the Riseholme Campus Plan and Estate Strategy.

Networks and Engagement

Regularly attend field days and meetings and build strong working relationships with Universities, local and national bodies e.g. Natural England, the Environment Agency, Defra, NFU and others to ensure the University is well-informed on new developments, to aid compliance and inform strategy.

Build relationships with key rural professionals e.g. vets, fertiliser representatives, stock agents and contractors to help ensure the smooth operation of the farm.

Build relationships with the local community, local farmers and interest groups to promote the University's reputation as a good neighbour and advocate for the sector, to include the local NFU branch, The Lincolnshire Agricultural Society, Lincolnshire Rural Support Network (LSRN) and neighbouring farmers.

Maximise opportunities for Public Engagement at Riseholme and for key events e.g. Lambing Sunday.

Provide opportunities for University staff and students to access the Estate and provide resources to support research, teaching and learning.

Estates Management

Oversee the management of Health and Safety on the farm and grounds and work with the Estates Department and the Health and Safety Department to coordinate the management of health and safety across the site.

Support the Director of Estates and colleagues with the University in the development of strategies, business plans and reports.

Ensure development and ongoing review of a Riseholme Campus strategic plan in conjunction with the Riseholme Campus Working Group.

Work closely with the Estates Department and the Finance Department to analyse and monitor income and expenditure within the allocated budget, ensuring that the University's financial policies are adhered to.

Other
<p>Contribute to the wider mission and reputation of the University.</p> <p>Engage in appropriate training programmes in the University.</p> <p>Actively follow and promote University policies.</p> <p>Participate in the staff appraisal scheme.</p> <p>Ensure that the compliance standards of the University are met along with all other legislative undertakings and the University's policies, strategies and good practice.</p>

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
<ul style="list-style-type: none"> • Director of Estates • Colleagues in the Estates Department • University academic / professional staff members 	<ul style="list-style-type: none"> • Arable Tenant • Agronomists • Vets and other rural professionals • National bodies e.g. Environment Agency, Defra, NFU • Academic partners • Local bodies e.g. local NFU and neighbouring farmers • Industrial links, research institutions • Local community and Parish Council • Suppliers and contractors



UNIVERSITY OF
LINCOLN

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Farm and Estate Manager	JOB NUMBER	EF5147
------------------	-------------------------	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Graduate in Agriculture or related discipline	E	A
Postgraduate qualification in Agriculture or related discipline	D	A
BASIS qualified or equivalent	D	A
Qualified in Agricultural / Estate / Land Management	D	A
Experience:		
Farm and Estate management	E	A/I
Management of arable land	E	A/I
Management of livestock	D	A/I
Management of grounds and woodland	D	A/I
Management of research and trials	D	A/I
Strategic planning in a farming context	D	A/I
Management of strategic partnerships	D	A/I
People and resource management in a complex and rapidly changing business environment	D	A/I
Building networks within the rural context	E	A/I
Management of public relations and engagement	E	A/I
Skills and Knowledge:		
Extensive and detailed knowledge of current and future farming and environmental practice including soil and plant science, animal science and welfare and environmental practice	E	A/I
Extensive knowledge of husbandry techniques as applied to crops, arable and animal production	E	A/I
Strong skills in leadership and team management	E	A/I
Extensive skills and knowledge in business and financial management in a Farm or Estate management context	E	A/I
Ability to develop effective external partnerships with representatives from a range of organisations including suppliers, vets, Defra, industry bodies and educational institutions	E	A/I
Competent in the use of IT	E	A/I

Competencies and Personal Attributes:		
Willing to take on responsibility and accountability	E	A/I
Commercial acumen	E	A/I
Good team leader and supportive team member	E	A/I
Self-motivated with good organisational skills	E	A/I
Good communicator with strong negotiation skills	E	A/I
Innovative with the ability to recognise and take opportunities	E	A/I
Ability to think strategically	E	A/I
Organisation and planning of own workload to meet deadlines and helping others to do the same	E	A/I
Accuracy and attention to detail	E	A/I
High personal standards	E	A/I
Business Requirements		
Prepared to work flexible hours on occasions	E	A/I
Able to undertake business travel	E	A/I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	HD/RW	HRBA	JE
---------------	-------	-------------	----