



Title: **Research Assistant**

Reporting To: Head of Research

Date: May 2019

### **Summary**

The purpose of this post is to provide technical and practical back-up to the Head of Research, and to take primary responsibility for the maintenance of the field trials and seed orchards associated with the work of the Trust. You will support the Head of Research in managing existing and developing new innovative research programmes and communicating research findings and best practice to a wide audience.

### **Key Areas and Standards**

#### **A. Management and Standards**

1. Planning and managing activities, in conjunction with the Head of Research, for the development of forestry research.
2. Writing and pursuing research grant applications in co-operation with the Head of Research.
3. Managing and reporting on any budgets assigned to you.
4. Providing summaries of your work for the Trust's reports.
5. Working according to Trust policies and procedures, especially those relating to Health and Safety.
6. Portraying the Trust and its mission in a positive light in all job-related dealings and working relationships.

#### **B. Research and influence**

1. Developing and maintaining liaison with government and non-government organisations engaged in forestry research.
2. Representing the Trust and describing its work at specialist meetings and seminars.

3. Working closely with site owners of external research projects, providing regular reports for them and for your manager.
4. Contributing to the production of publications promoting the Trust's forestry work, including peer-reviewed scientific papers.
5. Data management and analysis.
6. Assisting in any research, monitoring and surveying activities prescribed by the Head of Research
7. Assisting with setting up field experiments and seed orchards.
8. Supporting and providing technical and logistical support to consultants, students and interns who are carrying out research projects on behalf on the Trust.
9. Assisting with planning and organising the logistics associated with forestry research field trips.

**C. Other**

1. Conducting a personal skills audit, and planning and undertaking agreed training. Obtaining professional and personal development training according to Trust policy.
2. Any other relevant duties that the Chief Executive Officer and Head of Research may from time to time require.

**Essential requirements**

- Degree in forestry, related land science or genetics
- Competent with Microsoft Office applications
- Full driving licence
- Willingness to travel away from home, with overnight stays required
- An able communicator, both written and oral

**Desirable**

- Familiarity with statistical software such as Genstat or R
- Ability to update websites
- Knowledge of forest genetic resources
- Familiarity with FRM procedures
- Knowledge of forest nursery practices