**JOB DESCRIPTION**

| **TITLE** | RESEARCH AND DEVELOPMENT (R&D) SPECIALIST  |
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| **Reports To:**  | [INSERT TITLE] |

**Job Purpose**

The Research and Development (R&D) Specialist is responsible for taking a concept from idea to prototype by way of overseeing the development, production readiness, and support of a new range of sophisticated part products for [Organization Name]’s line of agricultural equipment.

The position stays informed of current developments in the industry and obtains new knowledge that it might use to improve existing products and/or create new technology, products, services, or systems. The R&D Specialist also assists [Organization Name] in maintaining its competitiveness by following competitor’s business activities to capitalize on unmet or potential client needs.

**Duties and Responsibilities**

Specific responsibilities include, but are not limited to:

* Work with the design team, management, and Board of Directors on product innovation, introduction, and improvement.
* Develop research programs (incorporating current developments) that improve existing products and identify the potential for new products.
* Oversee the entire research program and experiments.
* Report, to senior management, on company product operational glitches as well as technical developments in the market.
* Build, evaluate, maintain and/or improve materials testing procedures for both in-process and finished equipment.
* Manage services trial/testing programs by overseeing staff, assigning project tasks, and effectively utilizing resources.
* Budget for and forecast costs on technical developments and/or research programs.
* Meet deadlines set by the marketing plan, for each project.
* Operate specialized equipment and instruments in the process of production developments and trials.
* Assist in product presentations and interact with clients, suppliers, etc., as required.

**Duties and Responsibilities Cont’d**

* Create documentation that describes the product’s features, operation and value to [Organization Name], its clients and the industry.
* Ensure final designs adhere to industry regulations and company quality standards.
* Perform other duties as assigned.

**Skills and Competencies**

* Strong conceptual skills.
* Ability to lead and manage people.
* High degree of common sense and initiative.
* Exhibits good discretion, judgment, tact and diplomacy. Maintains confidentiality.
* Strong planning and project management skills.
* Solid organizational, prioritization and time management skills.
* Works efficiently and effectively independently and in a team environment.
* Works effectively under pressure in a busy and dynamic environment.
* Solid creativity and problem solving abilities.
* Excellent numeracy and technical skills.
* Able to learn new systems, programs and applications quickly.
* Strong attention to detail and proofreading skills.
* Professional presentation and written/verbal communication skills.
* Resourceful, flexible, and adaptable.
* Mindset for safety management, quality control and customer service.

**Requirements and Qualifications**

* Bachelor’s Degree in engineering, physics or other relevant program is required.
* A Master’s Degree is an asset.
* PMP designation and/or proven knowledge of project planning and execution is required.
* Minimum of X years of working experience in a similar role (product and technology research, development and testing) is required.
* Experience reading technical documents and drawings is required.
* Solid knowledge of, and capability on, industry and other relevant computer systems and software (including MS Windows/Office and Internet Explorer) is required.
* Strong working knowledge of, and experience with, Lean Manufacturing/Continuous Improvement is an asset.
* Experience in a leadership, management and/or supervisory role is an asset.
* Valid G Driver’s License.
* Knowledge of Ontario Health and Safety Act (OHSA)

**Working Conditions**

* Standard workweek is [insert #] hours.
* Standard hours per workday are [insert core hours]. Overtime and hours worked outside of the standard work schedule may be required.
* Standard work schedule is [insert schedule such as rotating day and afternoon shift (2 week rotation) or a straight midnight shift, etc.].
* Occasional exposure to fumes, noise, heat, artificial lighting, equipment vibration and dust when on the shop floor.
* High pressure due to work volume, numerous competing demands, time sensitive schedules, dynamic priorities, regular interruptions and an overall fast pace.
* Sitting, sometimes for long periods with occasional walking and standing.
* Stooping, bending, pushing and pulling on an occasional basis.
* Handling items up to 25 Kg on an occasional basis.
* Using your hands and wrists in a repetitive manner.
* Exposure to computer screens, sometimes for long periods.
* Adherence to all health and safety procedures, policies and legislation at all times.
* Adherence to quality procedures, policies and standards at all times.