

JOB DESCRIPTION/PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Adviser (Legal)
Reports To	Chief Adviser (Legal)
Department	Policy Services
Location	Stoneleigh
Grade	4

JOB DESCRIPTION

Main purpose and scope of job:

- Advise the National Farmers' Union on legal matters which are central to the NFU's core business as a trade association representing the interests of farmers and growers.

Levels of authority:

- Instruct legal panel solicitors and Counsel as appropriate to represent and advise the NFU or groups of members on issues of significance to the agricultural/horticultural industry.

Functional and Managerial responsibilities:

- Provide specialist legal advice in the formulation and implementation of policy on all matters relating to such areas as are agreed from time to time with the Chief Legal Adviser ("the Specialist Areas" – see Appendix A).
- Draft and keep Business Guides up to date. (These documents provide general legal guidance to the NFU's membership).
- Provide training to regional advisers, call centre staff, group secretaries, and others as required.
- Present cases to the LAS Board in the Specialist Areas.
- Advise on any other supplementary areas falling outside the Specialist Areas.
- Represent the NFU as necessary on industry groups, working parties etc.
- Conduct cases, with the assistance of Counsel, which the NFU is handling in-house.
- Respond to consultations on proposed legislation and guidance in the Specialist Areas.
- Ensure good communication with members, opinion formers and the general public. To develop and maintain close relations with the relevant press and media.

- Under the direction of the Head of Policy Services and the Head of Food & Farming, work in project teams, as required, share information with colleagues in these Departments; work flexibly and co-operate in achieving common goals.
- Publish all relevant information on legal matters on the public, members and staff sites of NFUonline.
- Ensure the editors of British Farmer & Grower are provided with all news stories concerning legal issues, and to write articles as required.
- Update NFU success sheets, to agreed deadlines, on legal issues.
- Ensure, in close liaison with the data co-ordinator and the policy co-ordinator, that the central database of active members is kept up-to-date at all times.
- Maintain close contact and co-operation with relevant NFU regional staff.
- Ensure that senior staff, Directors and Officeholders are kept fully informed of, and briefed on, all relevant issues relating to the above.

General

- Promote the benefits of NFU Mutual wherever appropriate.
- This job description will develop to meet the needs of the NFU and any additional duties will be commensurate with the post holder's grade.

Job Title	Adviser (Legal)
------------------	-----------------

COMPETENCIES

		Level
Core Competencies	<ul style="list-style-type: none"> • Understanding the NFU • Working Together • Personal Accountability • Communication 	3 – Managing 3 – Managing 3 – Managing 3 – Managing
Functional Competencies	<ul style="list-style-type: none"> • Technical Expertise • Analysing and Problem Solving • Representing the NFU • Decision Making • Influence and Persuasion 	3 – Managing 3 – Managing 3 – Managing 3 – Managing 3 – Managing

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Law degree (or equivalent) or CPE and qualification as solicitor or barrister. ▪ Experience in providing legal advice and/or carrying out casework. ▪ Experience of advising in at least one of the defined “Specialist Areas” (see Appendix A) 	<ul style="list-style-type: none"> ▪ Able to use Microsoft Office to intermediate level. ▪ Experience of advising in two or more of the defined “Specialist Areas” • Relevant qualification in one of the defined “Specialist Areas”
Communication and Relationship Skills	<ul style="list-style-type: none"> ▪ Ability to explain technical information to non-technical audiences as well as to technical specialists. ▪ Excellent negotiation skills. ▪ Able to make public presentations. ▪ Approachable and able to work in team. 	
Practical and Physical Skills	<ul style="list-style-type: none"> ▪ Basic computer & keyboard skills. ▪ Proficient in the use of Microsoft Office (Word, Excel and Outlook). 	
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Ability to prioritise a range of competing issues. ▪ Calm and well organised under pressure. ▪ Ability to demonstrate organisational skills and to prioritise a diverse workload. ▪ Able to work under own initiative and as part of a team. 	

Financial Responsibility	<ul style="list-style-type: none"> ▪ N/A 	
Responsibility for Information	<ul style="list-style-type: none"> ▪ Able to research, analyse and evaluate information. ▪ Awareness of client confidentiality, data protection, FOIA, and professional conduct principles. 	
Responsibility for Supervision / Management	<ul style="list-style-type: none"> ▪ N/A 	
Physical and Mental Effort	<ul style="list-style-type: none"> ▪ Able to work outside of normal working hours as required and to travel throughout England and Wales. ▪ Committed to providing an excellent service to Officeholders, HQ Boards, Regional and HQ staff. ▪ Prepared to learn new areas of law. 	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none"> ▪ Must live within 40 miles of the post location or willing to relocate. ▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable). 	

[Back to top](#)

Appendix A

“Specialist Areas”

- Animals / Animal Health
- Company
- Employment
- Environment
- Regulatory
- Property
- Litigation / ADR
- Contracts
- Tort
- Competition
- Administrative / Public
- EU
- CAP Schemes
- Insolvency
- Rights of Way and Commons.