

JOB DESCRIPTION/PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Project Manager (Water Quality / Nutrient Management)
Reports to	Head of Policy
Department	NFU Cymru
Location	Builth Wells
Grade	4

JOB DESCRIPTION

Main purpose and scope of job:

NFU Cymru has led a partnership of organisations and has secured funding from Natural Resources Wales and other partners to explore options and the potential for developing a farmer-led approach to improving water quality and undertaking nutrient management activities on farms across Wales.

This post holder will play a lead role in facilitating and supporting farmers and the project partners to enable the development of a voluntary, farmer-led approach to nutrient management. This role also involves leading on work to secure engagement and 'buy-in' for farmer-led nutrient management approaches from farmers across Wales and across all sectors.

This project is funded until December 2019

Levels of Authority:

- Develop and implement initiatives with approval of the project steering group, the NFU Cymru Water Quality Task and Finish group, Commodity Boards and wider stakeholders including the Wales Land Management Forum (WLMF) Agri-Pollution Sub-Group¹ and the representative organisation on the Sub-Group.
- Take a lead role in developing a framework for a voluntary farmer-led approach to nutrient management across Wales.
- Secure the support and confidence of farmers, Government, the regulator and industry partners through demonstrating the benefits of a voluntary farmer-led approach to nutrient management.

¹ <https://naturalresources.wales/guidance-and-advice/business-sectors/farming/the-wales-land-management-forum-sub-group-on-agricultural-pollution/?lang=en>

Functional and Managerial responsibilities:

- To develop and implement the programme of work in line with the project objectives with the support of the project steering group.
- To gather and assess evidence from existing relevant water quality and nutrient management schemes.
- To assess options for the development of a voluntary approach and identify an implementation pathway with timelines
- To secure industry, supply chain and wider stakeholder buy-in through organising and delivering events, drafting publications and undertaking press & media activity.
- To establish an approach for the accreditation of outcomes and earned recognition from the regulator.
- To maximise the profile of the project and impact by engaging the partnership organisations and others on the WLMF to promote the project and the role of a voluntary, farmer-led approaches to nutrient management.
- To maintain effective liaison with industry and supply chain organisations, farm assurance bodies, Welsh Government, NRW and relevant NGOs.
- To assist individual farmers and groups of farmers (where necessary and appropriate) in exploring and developing voluntary farmer led nutrient management approaches in various parts of Wales.
- To provide the editors of Farming Wales and publications produced by other partners with all news stories and case studies concerning water quality and nutrient management approaches.
- To establish, maintain and update the relevant dedicated pages on the NFU Cymru website as well as providing content to partner organisations for use on their own website and social media channels.
- To provide reports on the project progress and outcomes, including detailing progress towards the achievement of outputs as required for the NRW claim reporting process.
- To maintain evidence of eligible spend as part of supporting quarterly submission of financial claims under the NRW Partnership Grant.
- To act as Adviser and Secretary to both the Project Steering Board and NFU Cymru Water Quality Task and Finish Group.

General:

- This job description will develop to meet the needs of the project. Any additional duties will be commensurate with the postholder's grade.
- This post is based at NFU Cymru's Head office, Builth Wells, Powys

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Competencies

		Level
Core Competencies	<ul style="list-style-type: none"> • Understanding the NFU • Working Together • Personal Accountability • Communication 	3 – Managing 4 – Leading 3 – Managing 3 – Managing
Functional Competencies	<ul style="list-style-type: none"> • Member Focus • Technical Expertise • Analysing and Problem Solving • Representing the NFU • Networking 	4 – Leading 3 – Managing 3 – Managing 4 – Leading 3 – Managing

Person Specification

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent in a related discipline (Agriculture, Geography, Environmental Science or similar subject). ▪ An understanding of the farming industry and the associated environmental agenda. ▪ Experience of working with farmers. ▪ Experience of negotiating with stakeholders. ▪ Experience of dealing with a client group. ▪ Experience of managing and coordinating multi-stranded projects. ▪ Experience of delivering stakeholder communications activities. ▪ Experience of researching, interpreting and communicating regulations and legislation. 	<ul style="list-style-type: none"> ▪ Demonstrate knowledge of environmental regulations.
Communication and Relationship Skills	<ul style="list-style-type: none"> ▪ Proven networker and relationship builder at all levels of seniority. ▪ Proven verbal communication skills and adept at tailoring messages to different audiences 	<ul style="list-style-type: none"> ▪ Experience of communicating positively with the media. ▪ The ability to communicate in

	<ul style="list-style-type: none"> ▪ Strong written communication skills ▪ Empathy - the ability to relate to individuals at all levels. ▪ Strong active listening skills ▪ Ability to deliver creative, informative presentations which are audience-appropriate. ▪ Able to understand complex issues quickly and communicate these to a technical and non-technical audience. ▪ The ability to build and develop good working relationships. ▪ Resilient – able to communicate, influence and persuade effectively in the face of challenge/ disagreement 	Welsh.
Practical and Physical Skills	<ul style="list-style-type: none"> ▪ Proficient user of Microsoft Software 	<ul style="list-style-type: none"> ▪ Proficient user of CRM systems
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Able to effectively prioritise tasks ▪ Must be able to demonstrate initiative and self-motivation. ▪ Imaginative problem solver who can work independently. ▪ Calm and well organised under pressure. 	
Financial Responsibility	<ul style="list-style-type: none"> ▪ Able to manage project budgets effectively ▪ Able to maintain the required records for submission of financial claims and reporting to the project sponsor. 	
Responsibility for Information	<ul style="list-style-type: none"> ▪ Able to manage and analyse farmer information in CRM and other formats as appropriate ▪ Able to research, analyse and evaluate information. ▪ Able to provide information to project teams in a timely fashion 	
Physical and Mental Effort	<ul style="list-style-type: none"> ▪ Attendance at shows and events as required. ▪ Ability to address farmer audiences enthusiastically, knowledgeably and appropriately ▪ Ambition to succeed on behalf of the client group. ▪ High level of professional pride and determination. ▪ High degree of self-reliance, 	

	<p>dependable and a good team player.</p> <ul style="list-style-type: none"> ▪ In this post the person will need to be able to travel throughout Wales as required. ▪ There may be occasions when evening work/overnight stays are needed. 	
Personal Circumstances/Additional Requirements	<ul style="list-style-type: none"> ▪ Able to work outside of normal working hours as required. ▪ Full current driving licence ▪ Ability to travel regularly 	