

JOB DESCRIPTION/PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Agrifood Policy Delivery Manager
Reports To	Head of Food & Farming
Department	Food & Farming
Location	Stoneleigh
Grade	6

JOB DESCRIPTION

Reporting to job holder:

- Administrator, full time
- Administrator, part time

Main purpose and scope of job:

- To support and lead strategic cross-cutting work streams in the department, including establishment and leadership of task and finish groups.
- Provide a locus for cross-cutting primary production and downstream supply chain issues.
- To ensure that the NFU maintains and enhances its position as the principal representative and most effective and valued provider of trade association services to producers of those commodities throughout England and Wales.
- To manage and promote effective communication of the policy work undertaken by F&F Department within and beyond the NFU.

Levels of authority:

- Lead policy, project and programme plans for policy delivery under the direction of the Head of Food and Farming and manage delivery in partnership with colleagues.
- Support achievement of plans and objectives with policy team leads
- Deputise for the Head of Food and Farming, in managing cross-functional policy objectives, advising Officeholders, members and staff on these.
- Establish and maintain network of senior contacts within the industry and ensure NFU representation wherever necessary.
- Represent NFU in internal and external engagements, including public speaking and media.

Functional and Managerial responsibilities:

- Support Chief Advisers in Managing the NFU's representational work on behalf of producers.
- Responsible for market support and regulatory issues, marketing and structural development.
- Ensure clear project management approach across the department, delivery on objectives and milestones
- Ensure effective communication of policy goals and achievements to NFU colleagues, and with NFU colleagues, NFU members.
- Work with NFU Communications Directorate to ensure effective communication of NFU goals to opinion formers, policy makers and the general public.
- Develop and maintain close relations with the relevant press and media.
- Under the direction of the Head of Food & Farming and the Head of Policy Services, to work in project teams, as required, to share information with colleagues in these Departments; to work flexibly and to co-operate in achieving common goals.
- Publish all relevant information on relevant policy matters on the public, members and staff sites of NFUonline.
- Ensure the editors of British Farmer & Grower are provided with all news stories concerning relevant issues, and to write articles as required.
- Logging, sharing and celebrating NFU successes.
- Ensure that the commodity boards, officeholder and NFU executive and all members in the sector are kept informed on relevant project issues and deliverables, commercial developments in the sector and farmer controlled businesses, as appropriate. Keep close contact with relevant commercial companies and co-operatives and keep close contact with the Food Chain Unit.
- Ensure that the National Boards and members are kept informed on all horizontal issues facing farmers, including environmental matters; technical issues; organic developments; food issues; science and development; employment etc. To maintain close contact with experts in the Policy Services Department to this end.
- Maintain close contact and co-operation with relevant NFU regional staff.
- Manage and foster an effective admin team to help support your own objectives and the tasks in support of the Chief Advisers

General

- Promote the benefits of NFU Mutual and NFUSL 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	Agri-food Policy Delivery Manager
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COMPETENCIES

		Level
Core Competencies	<ul style="list-style-type: none"> Understanding the NFU Working Together Personal Accountability Communication 	4 – Leading 4 – Leading 3 – Managing 4 – Leading
Functional Competencies	<ul style="list-style-type: none"> Member Focus Technical Expertise Analysing and Problem Solving Networking Influence and Persuasion Inspiring and Developing People 	4 – Leading 5 – Shaping 4 – Leading 4 – Leading 4 – Leading 4 – Leading

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> Degree in agriculture or other related discipline. Experience of working with agricultural policy / regulations, including researching, interpreting and disseminating technical information clearly and concisely. Relevant knowledge of one or more UK agricultural commodity sectors. Effective management and leadership skills, including determining priorities and responsibilities and monitoring achievement. Political astuteness and awareness. Ability to prioritise a range of competing issues. Experience of working flexibly with a wide range of other parties. 	<ul style="list-style-type: none"> Educated to Post Graduate level in agriculture or other related discipline. Qualification in project management Ability to demonstrate an understanding of the political process as it relates to the UK and Europe. Relevant knowledge of the food chain.
Communication and Relationship Skills	<ul style="list-style-type: none"> Accomplished public presenter. Experience of public speaking and giving presentations. Effective team player, 	<ul style="list-style-type: none"> Experience of communicating via the press. Experience of dealing with farmers.

	<p>achieving within a team environment.</p> <ul style="list-style-type: none"> ▪ Ability to explain technical information to non-technical audiences and the media and summarise complex technical documents. ▪ Able to communicate effectively in written and spoken word. ▪ Able to present to a variety of audiences effectively. ▪ Demonstrate the ability to relate to individuals at all levels. ▪ Politically adroit; maintains confidences and achieve win-win outcomes. ▪ Comfortable working within a team or independently. 	
Practical and Physical Skills	<ul style="list-style-type: none"> ▪ Basic to intermediate computer & key board skills ▪ Proficient user of Microsoft software. 	
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Able to solve problems effectively. ▪ Able to organise and prioritise a diverse workload. ▪ Able to take responsibility and use initiative. ▪ Calm and well organised under pressure. 	
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. ▪ Maintain appropriate information on members. 	
Responsibility for Supervision/ Management	<ul style="list-style-type: none"> ▪ Proven ability to develop and manage projects ▪ Ability to manage staff effectively. 	
Physical and Mental Effort	<ul style="list-style-type: none"> ▪ Able to work outside of normal working hours ▪ Attending events and shows as required. ▪ Able to undertake some overnight stays. 	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none"> ▪ Preferable within 90 mins drive of HQ ▪ Full current driving licence (consideration will be given under the Equality Act 2010 	

	where applicable).	
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