

JOB DESCRIPTION / PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Assistant Adviser (Science and Regulatory Affairs)
Reports To	Chief Adviser (Science and Regulatory Affairs)
Department	Policy Services
Location	Stoneleigh
Grade	2

JOB DESCRIPTION

Reporting to job holder:

- N/A

Main purpose and scope of job:

- To support, promote and communicate the work of the Science and Regulatory Affairs team as directed by the Chief Adviser (Science & Regulatory Affairs) and in consultation with Science and Regulatory Affairs Team colleagues.
- To support the effective function of the NFU's senior policy making group, Policy Board, as its secretariat.
- In particular, to contribute and assist with NFU plant health policy, both within NFU's plant health unit and externally, as directed by the Senior Plant Health Adviser and Senior Regulatory Affairs Adviser (Plant Health Unit).
- In particular, to support the coordination of the Farm Safety Partnership under the leadership of the Farm Safety and Transport Adviser, including the work of specific subgroups as necessary.
- To contribute to the NFU's influence in UK government departments, and at EU and international level, including statutory agencies and non-governmental organisations who are involved in science and regulatory affairs, wider NFU policy formulation and implementation.

Levels of authority:

- Provide secretariat support for NFU Policy Board.
- Assist in the development of plant health and farm safety-related policies and initiatives with approval of NFU advisers and managers, NFU Officeholders, the NFU's Policy Board and Commodity Boards.
- As instructed, represent members' interests and concerns in discussions about the delivery and implementation of plant health and farm safety policy work, as well as other specific policy areas.
- Contribute to the provision of information and advice to HQ and regional staff and to members on relevant science and regulatory affairs policy work.

Functional responsibilities:

- Assist the Science and Regulatory Affairs team, and other policy colleagues when necessary, in monitoring and evaluating the development and implementation of national,

European and international policy and legislation, and assess their implications for farmers and growers.

- Coordinate communication of the Science and Regulatory Affairs team's work, through newsletters and NFUonline.
- As secretariat, ensure the effective functioning of NFU Policy Board.
- Assist in developing and communicating NFU plant health and farm safety policy as they impact on agriculture and horticulture in order to protect and further NFU members' interests.
- Liaise, coordinate and represent the NFU with government departments, statutory agencies and non-governmental organisations on health and safety policy and practice, and other policy areas as directed.
- Brief, where necessary, NFU Officeholders, the NFU's Policy Board and Commodity Boards and NFU staff.
- Interpret and communicate relevant legislation, policies and associated information to members and appropriate NFU staff and as directed, prepare NFU responses to policy and legislative proposals.
- Assist colleagues in the Science and Regulatory Affairs team and other policy colleagues when necessary to develop and deliver projects involving partner organisations and other stakeholders aimed at improving farming's performance.
- Provide the editors of NFU Online and British Farmer & Grower with news stories concerning relevant policies and issues, and write articles as required.
- Ensure that the NFU Science and Regulatory Affairs website pages are regularly updated.
- To assist colleagues in the Science and Regulatory Affairs team with the updating of relevant NFU Business Guides so they are reviewed every 6 months for accuracy and enabling new Business Guides to be published as directed.
- Support NFU HQ, Call centre and regional staff with appropriate policy briefing and technical information.
- Assist individual members or groups of members (where necessary and appropriate) with technical and policy support.
- As directed, work in project teams, share information with colleagues across the organisation; work flexibly and co-operate in achieving common goals.
- Answer press enquiries and handle media work as required.
- Promote the benefits of NFU Mutual wherever appropriate.
- Update NFU success sheets, to agreed deadlines.
- As directed, ensure that the NFU's Customer Relationship Management (CRM) system is kept updated.

General

- 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	Assistant Adviser (Regulatory Affairs)
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COMPETENCIES

		Level
Core Competencies	<ul style="list-style-type: none"> Understanding the NFU Working Together Personal Accountability Communication 	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting
Functional Competencies	<ul style="list-style-type: none"> Technical Expertise Analysing and Problem Solving Planning and Organising Representing the NFU Networking 	2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting 2 – Supporting

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> Degree (or equivalent) Effective project management experience, working to tight deadlines. Experience of supporting effective project boards or working groups. Working well in a team and independently. Ability to pick up new subjects quickly and accurately. 	<ul style="list-style-type: none"> Degree in agriculture or relevant subject Experience of communicating with and influencing a range of stakeholders. Web publishing. Experience of influencing stakeholders. Experience of liaising with Government and non-statutory bodies. Understanding of legislation and representation in industry sectors. Demonstrable knowledge of policy and regulation as it influences the farming industry.
Communication and Relationship Skills	<ul style="list-style-type: none"> Effective communication skills in both written and verbal form, to a range of audiences. Ability to synthesise and communicate technical and complex information for a non-technical audience. Able to work very well in a team or independently, and with guidance. Effective influencing skills. 	<ul style="list-style-type: none"> Effective communication skills to farmer and grower audiences. Experienced and proficient public presenter. Experience of dealing with the media.
Practical and Physical Skills	<ul style="list-style-type: none"> Good computer and keyboard skills. Skilled user of Microsoft 	

	software.	
Decision Making and Problem Solving	<ul style="list-style-type: none"> ▪ Good organisational and prioritising skills. ▪ With guidance, to work under own initiative and contribute to team and policy goals. ▪ Able to identify a range of solutions to problems and evaluate their comparative benefits. 	<ul style="list-style-type: none"> ▪ Able to deliver innovative solutions and improve established processes.
Financial Responsibility	<ul style="list-style-type: none"> ▪ N/A 	
Responsibility for Information	<ul style="list-style-type: none"> ▪ Able to research, analyse, synthesise and evaluate information following guidance from line manager. ▪ Demonstrate effective information handling skills and a highly organised approach, working to a range of deadlines. ▪ Accuracy and ownership of briefing and guidance offered to NFU members. 	
Responsibility for Supervision / Management	<ul style="list-style-type: none"> ▪ N/A 	
Physical and Mental Effort	<ul style="list-style-type: none"> ▪ Occasional evening presentations and weekend commitments. ▪ Travel to London and regions. ▪ Occasional travel abroad. ▪ Highly motivated and have a passion for completing tasks effectively and collaboratively. 	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none"> ▪ Must live within 40 miles of the post location or willing to relocate. 	<ul style="list-style-type: none"> ▪ Full current driving licence (consideration will be given under the Equality Act 2010 where applicable).

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