

JOB DESCRIPTION/PERSON SPECIFICATION & COMPETENCY FRAMEWORK

Job Title	Senior Adviser (European Policy)
Reports To	Director, BAB
Department	BAB
Location	Brussels
Grade	5

JOB DESCRIPTION

Reporting to job holder:

- N/A

Main purpose and scope of job:

- To be expert in the EU decision making process and promote the views of the UK farming unions with all relevant stakeholders within that process in Brussels.
- To build an extensive network and seek alliances with other organisations to ensure the effectiveness of our campaigning and lobbying in a non-UK context.
- To develop technical expertise on a range of policy areas to help support and inform staff, officeholders and members and guide UK farming union lobbying and policy development.
- To anticipate, monitor, comprehend and report on Brexit political developments and advise how these impact on specific policy responsibilities.

Levels of authority:

- Providing information, advice and support on specific policy areas and Brexit developments with relevant UK based staff and elected representatives.
- To advocate UK farming union policies with COPA, with individuals in the EU institutions, government representations and external organisations.
- Representing the NFU as appropriate at meetings, conferences and other venues and to the media.

Functional and Managerial responsibilities:

- To monitor, research, report and assess current and possible future policy developments of relevance to agriculture and advise on the potential implications.
- To provide specialist technical input and give a Brussels perspective on policy responsibilities that will help the development of a UK farming union policy positions.
- To provide guidance on how best to promote the views of the UK unions within Copa, with external stakeholders and with the EU institutions. Actively seek and pursue such opportunities
- To influence and inform Copa policy positions and communications and monitor developments in EU member states with particular reference to the UK.

- To arrange, participate in and report on the lobbying activities of UK officeholders, board members and staff and to coordinate appropriate follow up activities.
- To maintain and develop relationships with relevant stakeholders in Brussels and proactively ensure a wide network of relevant contacts and colleagues.
- To be the first point of call for all Brussels contacts seeking to understand political and policy developments relating to agriculture.
- To be actively involved with staff and boards in the UK to ensure an understanding of policy priorities and identify opportunities to undertake reports, information gathering and develop lobbying strategies.
- To work with the BAB team, staff experts and the communications teams to raise the profile of and promote BAB activities to the UK farming unions and members.
- To write articles, blogs and other relevant material and publish information online.
- To deliver impactful presentations on the activities and positions of the UK farming unions at external events, members meetings and to visiting groups.
- To participate fully in the general activities of the BAB office including the organisation of events, meetings and group visits
- Given the changing political environment as a result of Brexit, this job description will develop to meet the needs of the UK farming unions and any additional duties will be commensurate with the post holder's grade.

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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 4 – Leading
Functional Competencies	<ul style="list-style-type: none"> Analysing and Problem solving Planning and Organising Representing the NFU Networking Influence and Persuasion 	3 – Managing 3 – Managing 4 – Leading 4 – Leading 4 – Leading

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Knowledge and Expertise	<ul style="list-style-type: none"> Relevant experience and/or a relevant degree in fields of agricultural economics, agricultural trade or agricultural policy development. Thorough knowledge of EU and UK agricultural policy and practical implications of policies and practices. Knowledge & understanding of general issues facing agriculture. Previous relevant experience of representing a trade association and/or advising businesses. Ability to work as part of a team. Ability to build a good professional reputation. 	<ul style="list-style-type: none"> Postgraduate qualifications in economic or analytical disciplines. Understanding and practical experience of EU and national government policy and decision- making processes. Project Management. Knowledge of trade relationships and EU food chain.
Communication and Relationship Skills	<ul style="list-style-type: none"> Proven ability to communicate complex information in an informative and interesting way to engage and influence the perceptions and 	<ul style="list-style-type: none"> Experienced public speaker on trade and broadcast media. Able to work creatively with other organisations with similar goals.

	<p>behaviours of others</p> <ul style="list-style-type: none"> Plans, researches and structures communication shifting easily from big picture context to detail, as required; rehearses and ensures is fully prepared Draws out range of views and perspectives, ensuring an open exchange of information takes place at all levels Shows resilience and persistence in building relationships in a non-UK environment Ability to take a creative approach to communication and persuasion to understand and establish relevance of UK input to non-UK audiences. 	
Practical and Physical Skills	<ul style="list-style-type: none"> Basic to intermediate computer & keyboard skills. To be a proficient user of Microsoft Office, including Skype, Outlook, Word, Excel and PowerPoint. 	
Decision Making and Problem Solving	<ul style="list-style-type: none"> Demonstrate effective understanding by seeking a wide range of perspectives and gaining input from key stakeholders Analyse problems from different perspectives to determine root causes; deals with problems where information may be insufficient or ambiguous Generates a number of options based on analysis determining the risks. Presents workable recommendations that fit with strategic goals 	

Financial Responsibility		<ul style="list-style-type: none"> Recognise cost benefit of activities undertaken and impact of policy prioritisation
Responsibility for Information	<ul style="list-style-type: none"> Well proven record or producing accurate and timely briefings and analysis. Demonstrates professional pride in ownership of body of technical or analytical information 	<ul style="list-style-type: none">
Responsibility for Supervision/ Management		<ul style="list-style-type: none"> Some experience of line management or managing projects to time
Physical and Mental Effort	<ul style="list-style-type: none"> Able to cope with interruptions and changing priorities. A 'can do' attitude. Diplomacy & political awareness. Frequent evening meetings. 	
Personal Circumstances /Additional Requirements	<ul style="list-style-type: none"> Living or willing to relocate to Brussels 	<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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