

JOB DESCRIPTION

JOB TITLE:	<i>AIC Scotland Policy Manager – 3 days per week</i>		
REPORTS TO:	<i>AIC Chief Executive</i>		
LOCATION:	<i>Home based with occasional travel</i>		
JOB OVERVIEW			
AIC Scotland Policy Manager is responsible for taking the lead and liaising with both AIC Members and our stakeholders to ensure that AIC Scotland policies support a productive and sustainable Scottish agriculture. Key stakeholders include Scottish Government, Scottish MPs, MSPs, Food Standards Scotland, SASA, farming unions and NGOs.			
JOB PURPOSE AND RESPONSIBILITY			
■	Ensure AIC Scotland policies align with the AIC mission of working in support of modern, sustainable and commercial agriculture		
■	To be key contact with Scottish stakeholders (including ScotGov) and to liaise with on an ongoing basis		
■	Take the lead with AIC Scottish policy in liaison with the relevant AIC Policy Team leads		
■	Work with AIC Member companies to ensure their views are represented		
■	Communicate the work of AIC Scotland in liaison with the AIC Head of Communications		
■	To attend various meetings as and when required		
■	Take the lead in organising the AIC Scotland meetings and annual AIC Scotland Dinner		
■	Attend the weekly AIC staff meeting and inform staff of AIC Scotland’s work		
■	Work with AIC Technical Managers in liaison with various on-going projects		
■	Work with AIC Business Support to ensure the smooth operation of AIC Scotland		
KEY AREAS/Framework AND BOUNDARIES			
■	To report to the AIC Chief Executive		
■	Work with AIC Scotland Sector Chairs		
■	Liaise with AIC Policy Team, Technical Managers, Head of Communications and Business Support		
■	Work with all AIC Stakeholders on an on-going basis		
KNOWLEDGE/EXPERIENCE/SKILLS			
■	Broad agri-food supply chain knowledge		
■	An interest or have experience of political lobbying		
■	Ability to communicate in a balanced way to both external and internal colleagues		
■	Work within the values of AIC		
■	Working knowledge of Microsoft 365		
OTHER KEY WORKING RELATIONSHIPS			
■	Scottish Government to Ministerial level		
	MSPs and Scottish MPs		
■	Scottish farming unions and NGOs		
■	All AIC Member companies		

Signed by Employee:			
Signed by Manager:		Date:	