

JOB DESCRIPTION

JOB TITLE:	<i>AIC Scotland Policy Manager – full-time role (three days per week focused on Scotland policy, two days per week on UK policy work)</i>
REPORTS TO:	<i>AIC Chief Executive</i>

JOB OVERVIEW	
The AIC Scotland Policy Manager is responsible for taking the lead and liaising with both AIC members and stakeholders to ensure that AIC Scotland’s policies support a productive and sustainable Scottish agriculture sector. Key stakeholders include the Scottish Government and a range of agencies, such as Food Standards Scotland. The role works closely with the AIC Head of Policy and External Affairs and relevant AIC sector heads on UK-wide policy issues.	
JOB PURPOSE AND RESPONSIBILITY	
•	Ensure AIC Scotland policies align with the AIC mission of working in support of modern, sustainable and commercial agriculture.
•	Be the key point of contact for Scottish stakeholders and liaise with them on an ongoing basis.
•	Take the lead on AIC Scotland policy, in liaison with the relevant Sector Head and the Head of Policy.
•	Work with AIC member companies to ensure their views are represented.
•	Communicate the work of AIC Scotland, in liaison with the AIC Communications Manager.
•	Attend meetings as required.
•	Take the lead in organising the AIC Scotland Dinner and sector meetings.
•	Attend the weekly AIC staff meeting and update staff on AIC Scotland’s work.
•	Work with AIC Technical Managers in liaison with various ongoing projects.
•	Work with AIC Business Support to ensure the smooth operation of AIC Scotland.
•	Work with UK policy and sector heads on UK-wide policy issues.
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, Communications Manager 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 balance way to both external and internal colleagues
•	Work within the values of AIC
•	Working knowledge of Microsoft 365
OTHER KEY WORKING RELATIONSHIPS	
•	Scottish Government Ministers
•	Scottish Stakeholders
•	All AIC Member companies

Signed by Employee:			
Signed by Manager:		Date:	