

JOB DESCRIPTION – March 2026

JOB TITLE:	Technical Manager
REPORTS TO:	Managing Director, AIC Services

JOB OVERVIEW	
To assist in the technical management of AIC Services which supports added value services to the agri-supply industry and grows the AIC Services business. To manage the Trade Assurance Schemes and other technical services managed by the organisation and also to represent the company within the industry and with our various stakeholders. To work both individually and as part of a team in pursuit of the aims of AIC Services.	
JOB PURPOSE AND RESPONSIBILITY	
•	Manage a range of technical projects to achieve agreed outcomes
•	Work individually and as part of a team within AIC Services and AIC
•	Work with a range of stakeholders for the further development of services for the organisation
•	Develop new technical services that add value to the agri-supply or allied industries
•	Attend relevant meetings both internally and externally
•	Record minutes of meeting and also demonstrate the ability to Chair meetings
•	To report progress of projects to the Managing Director or other colleagues
•	Communicate project outcomes to add value to the industry
KEY AREAS/Framework AND BOUNDARIES	
•	Follow and contribute to the AIC Services key priorities document
•	Manage projects both on an individual and group basis for successful outcomes
KNOWLEDGE/EXPERIENCE/SKILLS	
•	Relevant degree or further educational qualification
•	Relevant knowledge and experience within the agri-food discipline
•	Technical management experience within the agri-food supply chain
•	Enthusiasm for projects and the ability to lead on issues and consider other view points
•	Excellent communicator
•	To have a broad range of business skills in additional to technical management
OTHER KEY WORKING RELATIONSHIPS	
•	Reporting to the Managing Director of AIC Services
•	Working with other Technical Managers, Sector Heads and the support team
•	Working with participants, Members and Stakeholders

Signed by Employee:			
Signed by Manager:		Date:	