

FARMERS' UNION OF WALES - UNDEB AMAETHWYR CYMRU

POLICY OFFICER (COMMODITIES)

JOB DESCRIPTION

JOB TITLE	Policy Officer (Commodities)
SALARY SCALE	Grade 7.5 - £22,608 - £23,742 per annum.
GENERAL	The successful candidate will be based at the Union's Head Office, near Aberystwyth.
PRINCIPAL DUTIES	<p>Assisting with the servicing of Standing Committees of the Council of the Union on matters relevant to the beef, sheep, milk, hill farming, common land and arable sectors, and other committees convened as necessary to deal with issues relating to agricultural commodities, the Common Agricultural Policy, animal health, research and development etc.</p> <p>Drafting committee agendas, producing minutes and taking action on Committee decisions. Assisting in the compilation of memoranda, letters, reports, and with other administrative duties, under the supervision of the Senior Policy Officer and senior Policy Department staff.</p> <p>Maintaining and developing contact with the Union's Branches, and liaising with relevant outside bodies.</p> <p>Dealing with media enquiries referred by the Public Relations Department, under the supervision of senior Policy Department staff.</p> <p>Assisting with the collation of economic and statistical material to corroborate Union presentations.</p> <p>Participating in the general activities of the Union.</p> <p>Accomplishing such duties as may be required from time to time by the Policy Department.</p>
CONDITIONS OF SERVICE	<p>Salary is paid at monthly intervals.</p> <p>Hours of work are normally 35 hours per week - 9.00am to 5.00pm, with 1 hour for lunch - but it may, on occasion, be necessary to work additional hours.</p> <p>Holiday entitlement will be 24 working days per annum, exclusive of Public Holidays.</p> <p>The possession of a car and a driving licence is essential.</p> <p>Expenses for journeys undertaken on Union business will be reimbursed at rates laid down.</p>

A six months' probationary period will be involved.

The successful applicant will be invited to join the Union's contributory staff pension scheme.

QUALIFICATIONS

A good working knowledge of agricultural issues and an education to at least degree or equivalent level are desirable.

The position requires a person with drive and enthusiasm who has a disciplined mind and a high degree of literacy, who has IT skills and can research, assimilate and analyse information and present the knowledge concisely and accurately. The ability to communicate in both English and Welsh would be an advantage.

HEALTH RECORD

Appointment will be subject to receipt of a satisfactory medical report.