



Job Description

1. Job Title

Policy Officer

2. Reports To

Policy, Technical and Communications Manager

3. Purpose

To assist the UFU in developing and executing appropriate policy responses around a number of strategic issues to support the Northern Ireland farming and growing industry.

4. Key Accountabilities

N/A

5. Key Responsibilities

To research current legislation, developments and emerging evidence relating to the issues pertinent to that commodity and provide regular briefings to the commodity committee outlining necessary responses.

To prepare report summaries and reports of issues appropriate to the relevant commodity.

To deliver presentations where applicable to members, stakeholders and group meetings as and when appropriate.

To assist in the development and the delivery of appropriate training, workshop or conference events delivered in conjunction with other UFU departments.

To undertake project work in relation to research and consultation on behalf of the relevant UFU commodity or the partnerships that they relate to.

To assist in the development of minutes, appropriate action plans, monitoring arrangements and the collation of appropriate information to evaluate these action plans.

To assist in the analysis and interpretation of data relating to the specific commodity and the presentation of these findings to UFU commodity structures and other individuals.

To demonstrate responsibility and leadership for promoting and championing all aspects of equal opportunities by valuing diversity in all areas of work.

To take responsibility for ensuring and achieving the objectives of the UFU Health and Safety Policy.

To undertake any other duties in order to meet personal, team and organisational objectives following consultation with your manager.



6. Skills and Knowledge

	Essential	Desirable
Education / Training / Qualifications	<ul style="list-style-type: none"> • 3rd Level Qualification in relevant subject • Computer literate 	<ul style="list-style-type: none"> • Relevant Post Graduate Qualification • IT Qualification
Experience / Background / Knowledge	<ul style="list-style-type: none"> • Knowledge of or interest in Agriculture • Knowledge of or interest in computer systems and ICT 	<ul style="list-style-type: none"> • Agricultural background • Previous experience dealing with farmers/Agri-businesses/Agri-Organisations • Agri-Policy Development – interest in politics, political processes & lobbying • Committee servicing • Network support & administration
Skills and Competencies	<ul style="list-style-type: none"> • Literate, numerate & articulate • Report writing • Presentation skills 	
Attributes	<ul style="list-style-type: none"> • Analytical • Team player 	
Other	<ul style="list-style-type: none"> • Car driver with regular access 	