



Quality Meat Scotland (QMS) is the custodian of the Scotch Beef PGI, Scotch Lamb PGI and Specially Selected Pork brands. The Scottish red meat industry is facing many challenges and has many opportunities. We are seeking a Project Officer for our newly created Strategic Engagement department.

The main purpose of this role is to work with the Director of Strategic Engagement to establish effective mechanisms to engage with key stakeholder groups and representative organisations within the Scottish red meat industry and to represent industry views on key challenge areas and key opportunities to Government and other key stakeholders.

We seek applicants who possess: -

- An Interest in Scotland's red meat industry
- An understanding of the Scottish Political landscape
- Ability to engage effectively with key stakeholder groups
- Good report writing and data analysis skills
- Ability to organise and prioritise a diverse workload, at times with conflicting deadlines

Ideally you will have tertiary level qualification in agriculture, food & drink, business administration or policy. The role offers a competitive remuneration package and opportunities for personal development.

To request an application pack please contact Carol Potter E: [cpotter@qmscotland.co.uk](mailto:cpotter@qmscotland.co.uk)  
Further information about QMS can be found at [www.qmscotland.co.uk](http://www.qmscotland.co.uk)

Closing date for applications is **5.00pm 4<sup>th</sup> March 2019**



# Project Officer – Strategic Engagement

## Job Description

<b>Responsible To</b>	Director of Strategic Engagement
<b>Accountable For</b>	Providing a professional support service to the Director of Strategic Engagement. Quality Meat Scotland's new Strategic Engagement department has been created to engage with the red meat industry and develop position papers, strategies and plans to represent stakeholders' views on key matters impacting on the sector.
<b>Location</b>	Office-based in Edinburgh (Ingliston) with occasional travel across Scotland and the UK.
<b>Salary Range</b>	£24,000 – £32,000

### Main Purpose of Job

The main purpose of this role is to support the Director of Strategic Engagement to establish effective mechanisms to engage with key stakeholder groups and representative organisations within the Scottish red meat industry and to represent industry views on key challenge areas and key opportunities to Government and other key stakeholders. This will include the development of red meat industry position papers, strategies and plans.

### Functions of the Role

The role of Project Officer (Strategic Engagement) is to provide organisational support to the Director of Strategic Engagement to achieve each of the following:

- Engage strategically with all parts of the red meat supply chain.
- Ensure the red meat sector is appropriately represented in the thinking of stakeholders (NFUS, SAOS, SF&D, etc).
- Proactively direct, lead and inspire stakeholders to look for solutions-based responses to the various challenges faced by the sector.
- Produce position papers, strategies and plans using SMART objectives to enable progress to be monitored and disseminated to key stakeholders including Government departments.
- Ensure that parliamentarians and senior civil servants have an understanding of the issues and opportunities facing the red meat sector.



- Provide proactive, strategic and dynamic leadership to sector.
- Ensure QMS's strategy is aligned or embedded in the strategic planning of stakeholder organisations.
- Interact with senior decision makers within industry and Government.
- Maintain a high level of integrity and trust with all stakeholders to further build on QMS's status as an 'honest broker' striving to achieve the best possible outcomes for the sector.
- Champion a collaborative approach to drive consensus between stakeholders to help formulate joined-up thinking on future direction and actions.
- Assist with prioritisation of objectives and actions both with stakeholders and Government.
- Support colleagues as we formulate policy to address the challenges facing the organisation and the red meat sector.
- Provide overview and impetus to align relevant and appropriate strands from existing strategies (e.g. Ag Champions, Council of Rural Advisors, Ambition 2030, Sheep Sector Review, Beef 2020 and its successor, Pig Strategy, NFUS's 'Future Agricultural Policy' etc) into an appropriate action plan for the red meat sector.
- Act as a catalyst and facilitator of change management within the sector.
- Draft internal and external documents including policy analysis, position papers and briefing notes.
- Capture, analyse, summarise and interpret information from a range of sources including published papers, web-based resources, meetings and workshops.
- Data management including input interrogation and manipulation of spreadsheet and web-based data.
- Any other duties as required to fulfil the role efficiently and effectively.