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| **Job Description / Person Specification** |

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| **Job Title:** **SUSTAINABILITY PROJECTS MANAGER**  |
| **Location: LMC HEADQUARTERS** |
| **Reports to:** **INDUSTRY DEVELOPMENT MANAGER** |
| **Post Holder: F/T PERMANENT** | **Date:** **SEPTEMBER 2021** |
|  **1.Job Purpose** Working as part of the Industry Development Department, the role is primarily to enhance the sustainability credentials of the Northern Ireland beef and sheep meat sector. This role will involve gathering information from multiple sources and working closely with key stakeholders to determine the requirements of industry customers. This information will then be used to design a blueprint for data collection that will allow the calculation of primary producer’s sustainability credentials, specifically and in the first instance beef and sheep producer’s carbon footprint and grass fed credentials. Whilst the bulk of the data will be gathered at a Northern Ireland Beef and Lamb Farm Quality Assurance Scheme (FQAS) inspection the role may involve further liaison with farmers and data processors to improve data quality.As part of this new role within the organisation the Sustainability Projects Manager will report directly to the Industry Development Manager and will work closely with the other team Managers to ensure that sustainability initiatives and projects are effectively managed, delivered and communicated to consumers. FQAS is recognized by industry and customers as a key component of sustainable development within supply chains and natural synergies with FQAS activities should be managed accordingly. |
| **2. Proposed Line Management Chart**  |

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| **3. Key Responsibilities** |
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| **STRATEGIC*** To contribute to the development and implementation of LMC Strategic Plans & Business Plans.
* To ensure that Industry Development activities are aligned and reviewed against LMC’s strategic objectives.
* To guide the development and implementation of appropriate sustainability and industry development activities.
* To interrogate and analyse sustainability data and provide technical information in support of industry and other LMC services.
* To be a recognized facilitator & honest broker in the industry.

**MANAGEMENT*** **Project Management:** To provide leadership of specific sustainability projects ensuring key objectives are achieved.
* **Stakeholder Group Facilitation:** Liaising with internal and external stakeholders on technical & strategic matters; examining relevant reports and publications of interest and; when necessary, attending meetings in GB, RoI and EU on behalf of LMC. Providing the secretariat for relevant project steering groups- this includes organising and keeping a minute of meetings and working through the resulting action points.
* **Liaison Service –**Provision of advice and assistance to FQAS participants on the completion of a sustainability survey and where necessary visiting farms, livestock markets & abattoirs. Providing timely responses to requests for sustainability information e.g. meat plant technical & wider industry queries; to provide Liaison Service cover in the absence of the Farm Liaison Officer.
* To promote a non-discriminatory and equitable work environment.
* To maintain professional and contributory relationships with other members of LMC staff.

**REPRESENTATIVE*** To work with industry stakeholders, Government Departments (e.g. DAERA), Universities, Colleges and Research Establishments, and other relevant organisations in order to understand and influence their work relating to the beef & sheep meat sector.
* To participate in agricultural events, shows and meetings of various stakeholder groupings, to understand their views and to discuss LMC strategies and project work.
* To be a spokesperson for LMC, including preparing and presenting the merits of the Northern Ireland beef and sheep meat industry to stakeholders, customers and potential customers and undertaking broadcasts, interviews and writing press articles as required.
* To communicate the role of LMC and its activities to its levy payers.

**GENERAL*** To undertake such duties as may be required from time to time by the Industry Development Manager.
* Working on the facilitation of other projects / initiatives which may arise from on-going development work with industry.
* To deputise for other members of the management team as appropriate and when requested to do so.
* To prepare and make presentations to the various stakeholder groupings as required.
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| **B. Other Work Areas** |
| * Working with Industry Development Manager to facilitate the delivery and operation of projects / initiatives arising out of business plan activities.
* Working on the facilitation of other projects / initiatives which may arise from ongoing development work with industry.
* To perform other duties as required by line manager

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| **4. Planning and Organising**Given the nature of the role, it is of critical importance that the job holder manages time effectively in order to meet the objectives of the role. Excellent project management skills will be important. Considerable self-motivation and a confident yet flexible approach will be needed to ensure that Industry Development Services develop in line with industry and customer expectations. |
| **5. Decision Making**To make decisions in regard to the listed areas of key responsibilities, seeking direction from the Industry Development Manager, Senior Market Analyst, Marketing & Communications Manager or other Senior Staff where necessary.To participate in the wider decision making of LMC as required. |
| **6. Internal and External Relationships**Internal:- Members of the Board, Managers, Professional, Clerical and other staffExternal:- Farmers, processors, AFBI, CAFRE, DAERA, markets, media, other assurance scheme representatives, general public, Certification Body representatives, suppliers and contractors etc. |
| **7. Knowledge, Skills and Experience Needed****Essential Criteria*** Minimum 2nd Class (First Division) Honours degree or equivalent in Agriculture, Sustainability, Animal Science or relevant discipline.
* At least two years related business experience, preferably with experience in the beef and sheep supply chain.
* Computer competence and knowledge/experience of Microsoft Office packages – particularly Word, Excel and Outlook – demonstrated by qualifications and / or significant work experience.
* Ability to accurately record and disseminate information through verbal and written communications with stakeholders internally and externally

**Desirable Criteria** * Experience in effective project management.
* Knowledge of supply chain quality assurance and its operation, including producer, processor and retailer needs.
* Ability to produce and interrogate data and detailed information.

**Personal Qualities*** Ability to make decisions, work on own initiative and accept responsibility.
* Diplomatic with good interpersonal and communication skills.
* Excellent written communication skills.
* Confident, firm but pleasant and fair manner.
* Attention to detail.
* Honest, trustworthy and reliable.
* Good health and attendance record.
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| **8. Environmental/ Physical Conditions*** Office-based at LMC HQ. (Flexible working arrangements can be considered within the scope of LMC’s Flexible Working Policy).
* Some travel within Northern Ireland and occasionally UK / Europe.
* Access required to a form of transport to enable you to discharge your duties
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| **9. Outline Terms & Conditions*** Full time (37.5 hrs per week)
* 20 days annual leave (rising with service) + 12 public and privilege leave days
* Defined benefit pension scheme
* Company sick pay scheme (after a qualifying period)
* Salary £31,137 to £32,800 (under review)
* Excellent training and personal development opportunities.
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