

Policy Adviser (Rural Business and Property)

Scottish Land & Estates is recruiting a policy adviser to lead on rural business and property issues. This role would suit someone RICS qualified who has broad experiences of working with rural land-based businesses and is keen to develop, apply and share their knowledge. Previous experience of policy work is not required but enthusiasm to represent rural land managers and shape the regulatory world in which they function is essential as is a knowledge of rural housing and business matters.

For more information please see the job description below or contact Stephen Young, Head of Policy, for a confidential chat.

To apply, please send your CV and covering letter to Stephen Young - Stephen.young@scottishlandandestates.co.uk by the deadline of **noon, Tuesday 20 October 2020**.

Title: Policy Adviser (Rural Business and Property)**Line Manager: Head of Policy**

Based at: Scottish Land & Estates' Headquarters, Musselburgh (Currently working from home)

Salary: £28,000 - 30,000pa

Hours: 34.5 hours per week (9 – 5 Mon to Thurs, 9 – 4.30 Fri), with some flexibility.

Holidays: 30 days per year including 6 bank holidays, along with additional leave to cover office closure between Christmas and New Year.

Benefits: Training and CPD allowance, time off in lieu allowance, contributory pension, free parking at office, supportive and friendly working environment.

Scottish Land & Estates

SLE is a membership organisation that represents the interests of rural land management businesses across Scotland. Our membership is heavily involved in a wide variety of business sectors, all of which are vitally important to rural prosperity and sustainability. SLE strives to have the true value and contribution of land managers recognised and valued both publicly and politically and aims to promote the contributions of land managers and estates, to protect property rights, to ensure appropriate business and regulatory framework for members' interests and to play a key role in maintaining and delivering sustainable rural communities.

Policy team

The SLE policy team comprises: Head of Policy, Policy Advisers (Agriculture, Access, Conservation & Wildlife Management; Rural Business and Property; and Rural Development), Legal Adviser, Environment Assistant, and Policy Assistant.

In addition, the Director of Moorland works closely with all members of the policy team on issues which impact on grouse moor management or have a moorland dimension.

The team performs several key functions:

- 1) it works with members to formulate policy positions and identify policy priorities
- 2) it keeps abreast of policy developments in all areas where members have an interest to ensure that members are informed about changes in policy and regulatory framework and it communicates these changes through a range of communication channels;
- 3) it represents the interests of members at all stages in the policy development and legislative process, influencing Government policy at local, national and European level;
- 4) it responds to queries from members on policy topics;
- 5) it develops, or raises awareness of, good practice across a wide range of policy areas of relevance to members; and
- 6) it identifies new opportunities and risks for land-based businesses so that members are aware of forthcoming opportunities and challenges.

The work of the policy team covers a broad range of topics but strives to ensure that issues are considered in a holistic and integrated manner.

The policy work of the organisation is supported and guided by our National Policy Group, which is made up of members and staff and chaired by our Vice Chair (Policy). The National Policy Group assists staff in the development of policy and formulation of policy positions and provides advice to staff on policy priorities and objectives. The group also provides a vehicle for monitoring the effectiveness of the organisation's policy work.

Principal Duties – Policy Adviser

You will be required to identify and develop key policy issues for the rural sector with a focus on rural business and property, produce policy briefings and technical guidance, provide advice to the membership, and support the organisational work across the policy team.

The role will also involve considerable engagement with a wide range of stakeholders as well as representational and lobbying activity. A key part of the job will be working to influence policy development in order to ensure a positive way forward that minimises the impact of proposed legislation, regulation and policy on members' businesses, and where appropriate seek to enhance policy or advocate policy change in ways that further members' interests.

Specific policy objectives will be worked up with the Head of Policy and agreed with the Chief Executive

The main areas that the Policy Adviser (Rural Business and Property) role may include are:

- Housing,
- Digital connectivity,
- Utilities & Energy
- Non-domestic rates,
- Agricultural Holdings
- Business Funding

Specific duties will entail:

- To be the policy lead on Rural Business and Property.
- To advise SLE on all aspects of existing and emerging relevant Rural Business and Property issues.
- To represent SLE on relevant issues to the Scottish Parliament, Scottish Government and its agencies, and in meetings with stakeholders and partners.
- To work with the Chief Executive and Head of Policy to identify legislation, regulation and policy at regional, Scottish, UK and European levels which will impact on the membership.
- To produce technical information papers and briefings (both internal and external)
- To respond to relevant consultation papers.
- To provide relevant input and support to the organisation's National Policy Group, and provide staff lead for technical and issue specific sub groups relating to areas within your remit.
- To gather and produce relevant data to support policy work
- To understand the legislative and regulatory burdens on rural businesses and, where relevant, work to minimise these.
- To promote best practice across the range of policy issues within your remit.
- To work with our Communications Team to produce media releases and press briefings.
- To represent SLE at member meetings, shows and events.
- To provide support to senior management team on policy areas relating to rural business.
- To provide advice, within defined criteria, to individual members, such advice being in addition to, and not a substitute for, that of the member's own professional advisers.
- To provide generic advice to members through Land Business, policy update, e-news, website, information sheets etc on relevant current and future issues.
- To support the achievement of the Business Plan objectives, including the production of specific work plans for relevant policy areas.
- To carry out other duties as agreed with the Head of Policy and the Executive Director.

Person Specification

Essential

- Good understanding of, and interest in, issues affecting rural Scotland
- Educated to higher education level, and with equivalent work experience.
- Excellent verbal and written communications skills, including ability to engage with a wide range of people
- Ability to work flexibly and with enthusiasm, on own initiative and as part of a team
- Skills in managing priorities in a pressured working environment and working to deadlines
- High level of tact, diplomacy, and confidentiality
- Proficient in the use of Microsoft Office packages such as Word, Excel, Powerpoint and Outlook.
- Willingness to work occasional evenings or weekends, for which time off will be given in lieu.
- Access to transport as the nature of the role will involve rural travel.

Desirable

- Experience of working in a policy environment.
- Experience of working for a membership organisation.
- Experience in rural surveying in Scotland