**The Scotch Whisky Association**

**Job Application Form**

The Scotch Whisky Association is a prestigious organisation that works for and on behalf of our members to protect and secure a sustainable future for the Scotch Whisky Industry.  We can offer the opportunity to join a thriving industry with colleagues who have a wealth of experience and knowledge in our industry.

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| Application for  | Policy Adviser |
| Where did you see the job advertised? |  |

Personal Information (this information will not be seen by shortlisting panel)

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| --- | --- |
| Title (optional): |  |
| Full Name: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
|  |  |
| Do you consider yourself to have a disability? | *[Yes/No]* |
| If yes, please contact our HR team at hr@swa.org.uk to discuss any adjustments you may require during the recruitment process |

**Please return this completed application form to our HR team at** **hr@swa.org.uk** **by 20 May 2024*.***

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**Section 1 – Education and Training**

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| Please provide details of education and any relevant training |
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| Please provide details of any relevant qualifications (particularly with reference to the person specification in the job description if appropriate) |
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**Section 2 – Employment history**

Please provide details of your current and previous roles

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| **From (date)** | **To****(date)** | **Job title** | **Employer** | **Brief summary of responsibilities and achievements** | **Reason for leaving** |
| **Current (or most recent if not currently employed) role** |
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| **Previous roles** |
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**Section 3 – Person Specification**

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| Experience and Knowledge |
| Please provide details of how your experience and knowledge match the requirements set out in the job description |
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| Skills and Personal Qualities |
| Please provide details of how your skills and personal qualities match the requirements set out in the job description |
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**Section 4 – Any other supporting information**

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| Please provide any other information you wish in support of your application (optional) |
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**Full Job Description: Policy Adviser**

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| **Date Created**  | 29/04/2024  |
| **Department**  | Industry Sustainability Team  |
| **Job Title**  |        Policy Adviser  |
| **Working hours**  | 35 per week (flexible requests considered)  |
| **Reporting to**  | Head of Environment  |
| **Salary**  | c. £45,000 – £53,000  |
| **Start Date**  | Summer 2024  |
| **Overview**  |
| The production of Scotch Whisky is highly regulated. Regulatory compliance and policy understanding is essential to the SWA and our member companies. It cuts across all the industry’s operations including customs and excise, health and safety, environment, and food safety.  The successful candidate will support member companies with detailed analysis and clear information on policies impacting the industry. You will represent the SWA and our member companies at external meetings, helping inform policy development, and will be seen as the go-to industry expert; engaging government and regulatory bodies where needed; monitoring both legislation and developing issues. You will lead the analysis of evolving policies relevant to our Sustainability Strategy, with a keen focus on circular economy, water, and responsible land use themes. Collaborating closely with your colleagues in the Industry Sustainability Team, you will distill complex policy areas into actionable insights, facilitating informed discussions and assessments by industry stakeholders.   |
| **Main Responsibilities**  |
|  The role plays a key role within the SWA’s Industry Sustainability Team, and the post holder will be responsible for; * Analysis of evolving policy relevant to the Sustainability Strategy ambitions, with a particular focus on the wide range of policies impacting the circular economy, water, and responsible land use themes.

 * Supporting the Industry Sustainability Team, the role requires an ability to clearly identify relevant information from within complex areas of policy and in turn to convey this clearly and concisely to different audiences to support discussion and assessment by industry of proposed policy changes

 * Examples of main responsibilities are outlined below but they include relationship management, policy analysis, writing briefings and reports, responding to official consultations, and representing the SWA at external meetings and events
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| **Essential Tasks**  |
|  * Produce briefings for publication to ensure SWA members are informed of policy or technical developments impacting the industry.
* Lead the collection and collation of information from members and through working with third-party stakeholders to inform SWA policy positions.
* Engage SWA members to identify opportunities and threats to the sector from proposed policy changes.
* Lead stakeholder engagement including relevant trade associations, regulators, and business leads.
* Assess and respond to consultations, support horizon scanning including advising on emerging regulatory developments (UK and internationally) - conveying key elements to colleagues and the industry.
* Lead on at least two core policy areas within water, circular economy, and land management, convening short-life member working groups and/or supporting other team members managing existing groups as required, on policy related topics.
* Enhance the breadth and depth of SWA membership services.
* Continue to develop an appropriate level of commercial acumen through close partnership working with the industry and wider supply chains.

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| **What we offer**  |
|  The Scotch Whisky Association is a prestigious organization who work for and on behalf of our members to protect and secure a sustainable future for the Scotch Whisky industry. We can offer the right candidate the opportunity to join a thriving industry with colleagues who have a wealth of experience and knowledge.   Our People and Culture Plan ensures employees are at the forefront of our minds.   Some of our benefits are:  * We review salaries regularly, working with external consultants to ensure our people are rewarded fairly
* We offer employer pension contributions matching employee contributions plus 3%, up to a maximum of 15%
* We have several engagement days throughout the year as well as activity days to take us away from the office to collaborate, communicate and strengthen our team
* Our people policies reflect our investment in both physical and mental wellbeing. We provide a cycle to work scheme, BUPA healthcare, life assurance and group income protection packages alongside retirement and financial planning training
* We offer personal and professional career development opportunities, with a focus on ensuring our people are equipped with the tools they need to do their job and progress their career
* Our flexitime and hybrid working policies help our people to find the best individual balance between work and life commitments

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| **Person Specification**  |
| **Experience & Knowledge**  |
| **Essential**  | **Desirable**  |
| * No specific qualifications are required
* Experience of working as a policy adviser for at least three years
* Demonstrable ability to analyse and communicate complex technical issues clearly
* The ability to use IT (MS Teams, Word, PowerPoint, and Excel)
 |  * Working knowledge of policy relevant to our sector, in relation to sustainability
* Familiarity with the government's work in both Scotland and in the UK would be an advantage.

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| **Skills**  |
|  * Communicating effectively: communicates with purpose, clarity, integrity, and enthusiasm. Respects and responds to the needs, responses, and opinions of others
* Working Effectively: knowledgeable; credible; up to date; accurate; timely; project management; self-starting
* Working in a Team: unifying; cooperative; demonstrating leadership; collegiate; helpful; professional
* Working for SWA: influential; focused; good listener; good networker, uses initiative
* Demonstrating Leadership: Expertise in specific topic areas, supporting delivery of SWA strategy, providing guidance to others

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| **Personal Qualities**  |
|  * Collaborative and supportive
* Flexible
* Willing to take responsibility
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