

Environment Assistant

Salary: £20,000 to £22,000 dependent on experience.

Contract: Full Time. 3 year fixed term.

Responsible To: Executive Director

Line Manager: Head of Policy

Based at: Scottish Land & Estates' Headquarters, Musselburgh

Scottish Land & Estates

Scottish Land & Estates is a membership organisation that represents the interests of rural landowning 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. Scottish Land & Estates strives to have the true value and contribution of landowners recognised and valued both publicly and politically and aims to promote the contributions of landowners 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.

Job Summary

The post, which reports to the Head of Policy, will cover work with the SLE Policy Adviser for Access Conservation and Wildlife Management, Policy Adviser for Agriculture, and the Director of the Scottish Moorland Group.

It is a new role which aims to develop the organisation's ability to understand, analyse, interpret and sometimes to challenge, a wide range of scientific reports and data on environmental issues.

You will be working at the heart of a busy and vibrant office to play an integral role in the delivery of the organisational objectives. The post offers the opportunity to gain experience and develop professional skills in a diverse range of activities.

The role will involve considerable engagement with internal staff, members, and external stakeholders as well as some representational and lobbying activity. There will also be opportunities for the post holder to assist with other relevant areas such as post Brexit land use policy and forestry.

Specific duties will include:

- Gathering and producing relevant information to support the work of the Moorland Director and Policy Advisers.
- Working with the Scottish Moorland Group Director to identify research opportunities.
- Taking a leading role in developing and maintaining research collaborations with other organisations and academic institutes.
- Performing systematic literature reviews, critically appraising the relevant literature.
- Reviewing and presenting scientific and environmental data and information
- Producing technical papers (both internal and external) and SLE member Briefing Notes and Information Sheets on relevant policy issues.
- Assisting with responses to consultation papers of relevance to the work of SLE.

- Assisting with the production of generic advice to SLE members through Land Business, policy update, e-news, website, information sheets etc on relevant current and future issues.
- Assisting with the provision of advice, within defined criteria, to individual members of SLE, such advice being in addition to, and not a substitute for, that of the member's own professional advisers.
- Communicating key messages relating to the work of SLE to key audiences, including politicians
- Promoting best practice across the range of issues within your remit.
- Carrying out other duties as agreed with the Head of Policy and the Executive Director.

Experience

Essential

- Ability to translate the results of scientific research into non-specialist outputs in a variety of media including blogs.
- Excellent communication skills including ability to engage with members and with a wide range of stakeholders.
- Strong skills in managing competing priorities in a pressured working environment and working to tight deadlines.
- Some experience of undertaking scientific research and data analysis
- Ability to build strong and effective relationships with relevant stakeholders.
- Ability to produce concise written reports and briefings.
- Ability to work with internal and external partners in the delivery of projects.
- Ability to work on own initiative and as part of a team.
- High level of tact, diplomacy and confidentiality.
- Ability to use a wide range of computer packages.

Desirable

- Experience of working for a membership organisation.
- Some understanding of land management in Scotland.

Knowledge & Education

- Good understanding of habitats and species of Scotland and issues relating to their conservation.
- General understanding of, and interest in, issues affecting rural Scotland.
- Understanding of the business interests and concerns of rural landowners and land managers.
- Knowledge of the Scottish, UK and European legislative framework and policy development structure.
- An understanding of the key stakeholders in the sector.
- Educated to degree level in ecology, environmental science or related field, or with equivalent work experience. This post would suit a recent graduate.

Policy team

The Scottish Land & Estates policy team comprises Executive Director, Head of Policy, Director of Scottish Moorland Group, four Policy Advisers (Agriculture; Access, Conservation & Wildlife

Management; Rural Business; and Rural Development), Legal Adviser, Environment Assistant, and Policy Assistant. 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. This includes topics such as farming, forestry, natural resource management, wildlife management, moorland management conservation including species reintroductions, protected areas, biodiversity, prevention of rural crime and invasive non-native species management. It also includes land reform, housing, planning, renewables, energy efficiency, business diversification, heritage, digital connectivity, tourism, skills/education, and community engagement and development.

The policy work of the organisation extends beyond the staff team to the National Policy Group, which is made up of members and staff. 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 will also provide expert and diverse views on specific cross cutting areas of work such as land reform or CAP 2020. The group also provides a vehicle for monitoring the effectiveness of the organisation's policy work.

The National Policy Group:

- Complements staff skills and provides expert advice on specific policy issues;
- Advises on the implementation of policy and operation of regulation and legislation;
- Provides a representative voice for the wider membership

Other

- Candidates must possess a full driving licence and have access to a car – travel across rural Scotland is an essential part of the role.
- Willingness to work occasional evenings or weekends, for which time off will be given in lieu.

For an informal discussion about the role please contact Katy Dickson on 0131065305400 or email katy.dickson@scottishlandandestates.co.uk.

To apply, please send your CV and covering letter to Joyce Karch joyce.karch@scottishlandandestates.co.uk by Friday 17th August.