

<b>Job Title:</b>	Agricultural Advisor – Farm Certification and Accreditation (Level 1)		
<b>Department:</b>	Natural Resources	<b>Section:</b>	Agriculture
<b>Reports to:</b>	Head of Agriculture/Senior Veterinary Officer		
<b>Grade:</b>	Falkland Islands Government Grade – D1	<b>Job Code:</b>	TBC
<b>Overall Purpose of the Role</b>			
<p>The post holder will support the management of external and Department of Agriculture certification and regulatory standards and schemes and assist in the issuance of certifications within the Biosecurity and Veterinary Services and the wider Directorate.</p>			
<b>Key Role Activities</b>			
<ul style="list-style-type: none"> <li>• Support relevant Heads of Service to maintain the Internal Control Systems for certification schemes related to agricultural produce (e.g. Responsible Wool Standard, Quality Falklands Wool, Organics etc). This will include, but not be limited to: <ul style="list-style-type: none"> <li>❖ liaising with key certifying bodies (e.g. Control Union, Textile Exchange, Organics Australia),</li> <li>❖ scheduling completion of external and internal audits,</li> <li>❖ assisting in the development of farmer support resources related to each of the schemes,</li> <li>❖ ensuring that audit practices and farmers’ experiences are evaluated and that non-conformities and observations are addressed in a timely manner,</li> <li>❖ advertising, marketing and encouraging participation in the schemes,</li> <li>❖ assisting in the analysis of market trends relevant to understanding performance of the schemes,</li> <li>❖ addressing queries from certifying agencies,</li> <li>❖ ensuring reporting systems (e.g. RWS Web Portal) are maintained up-to-date.</li> </ul> </li>   <li>• Implement internal control systems relevant to the red meat and fishery regulatory system and ensure external and internal audits are arranged and completed as necessary as well as ensuring that audits are followed up and non-conformities and observations are addressed in a timely manner so European Union, (EU) and other international market access is maintained.</li>   <li>• Manage Department of Agriculture funding schemes (e.g. the Farm Improvement Programme), ensuring: <ul style="list-style-type: none"> <li>❖ forms and applications are sent and received within the required deadlines;</li> <li>❖ applicants are supported and, where necessary, connected with support from relevant Agricultural Advisors;</li> <li>❖ eligibility, guidance and application forms are updated annually;</li> <li>❖ follow-ups and farm visits with farmers to audit approvals are scheduled;</li> <li>❖ projects are completed with allocated funds.</li> </ul> </li> </ul>			

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<b>Key Role Activities continued</b>	
<ul style="list-style-type: none"> <li>• Schedule the veterinary annual farm audit programme which includes compliance with hydatids requirements, veterinary medicinal use and storage on farm, welfare and disease on farm and herd health, and ensure non-conformities and observations are addressed in a timely manner.</li> <li>• Assist the Practice Manager to process applications for wool, meat and fish export health certificates destined for the EU and third countries and produce the certificates in line with the importing countries requirements, (EU health certificates are issued on the electronic TRACES system). This will also involve ensuring accurate completion of the certificates to avoid rejection of certification and demurrage charges.</li> <li>• Issue import and export licences for pet animals, animal and plant products and biological samples for the Biosecurity Officer and Practice Manager in line with Falkland Islands Biosecurity procedures and assist in research, communications with clients and other countries to ensure licence requirements are up to date and valid.</li> <li>• Maintain systems for registering and recording identification and movement of livestock in line with national and EU legislation, ensure all livestock movements are correctly recorded and assist the Veterinary Officers with audits to ensure correct livestock identification on farms.</li> <li>• Undertake any other supportive directorate tasks as required by the Department of Agriculture, which may include assisting in physical animal husbandry tasks, maintenance and cleaning of buildings or equipment, assisting in general tasks at Saladero or other farms and assisting in the event of an infectious disease outbreak.</li> </ul> <p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>	
<b>Additional Information</b>	
<ul style="list-style-type: none"> <li>• The position is based within the Department of Agriculture, however the post holder may be required to work out of the office around Stanley, or in camp, and occasionally this may involve overnight stays away.</li> <li>• The postholder will be expected to work in environments where there may be regular interactions with domesticated animals and livestock so the postholder must be confident when working around animals and comfortable working in such an environment.</li> <li>• The post holder will also be expected to be pro-active with regards to their own training and development.</li> <li>• This post is being offered as a 1 year fixed term one in the first instance. Subject to operational, budgetary and Executive Council approval, this post may be extended in future beyond the initial 1 year fixed term.</li> </ul>	

Person Specification:	Agricultural Advisor – Farm Certification and Accreditation (Level 1)		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills &amp; Experience</b>			
Three years' relevant experience	✓		A/I/R
Computer literate, with the ability to effectively use Microsoft Office programs	✓		A/I/R
Excellent communication and interpersonal skills to deal professionally with members of the schemes, members of the public and related stakeholders	✓		A/I/R
Meticulous and systematic data recording, record keeping and filing	✓		A/I/R
Ability to work effectively in a small team, but also with minimal supervision at times, as well as the ability to take the initiative as required within the limits of the job	✓		I/R
Ability to complete all tasks to a high standard	✓		A/I/R
Ability to maintain a high level of confidentiality and be aware of sensitivity of information in a small community	✓		I/R
Good interpersonal skills and the ability to operate with tact and consideration in all environments			I/R
A capacity to undertake further training in the agricultural, veterinary or administrative areas	✓		I/R
Knowledge of Falkland Islands farms/farmers/farming systems and the rural community		✓	A/I
Knowledge of on-line and desk-top publishing and survey systems such as Canva, Adobe Acrobat, Qualtrics etc		✓	A/I
Knowledge of, or capacity to learn, geospatial mapping tools such as ArcGIS, QGIS or Google Earth		✓	A/I
<b>Personal Attributes:</b>			
Align with FIGs Core Values – Diverse, Professional, Resilient & Resourceful	✓		A/I/R
Motivated with a positive work ethic	✓		I/R
Awareness of sensitivity of information in a small community	✓		I/R

<b>Person Specification:</b>	Agricultural Advisor – Farm Certification and Accreditation (Level 1)		
Criteria	Essential	Desirable	Assessment Method
Qualifications & Training			
A Degree (or equivalent) or the ability to demonstrate sufficient evidence of substantial relevant work experience in a role of comparable complexity and requiring a similar level of professional skills	✓		A
A current valid driver's license	✓		A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.			

**Method of assessment:**

A - Application Form

I - Selection Interview

R – Reference

O - Other