



## Hybu Cig Cymru Meat Promotion Wales

### **Job Profile: Interim PGI Support Officer**

#### **Organisation**

Hybu Cig Cymru – Meat Promotion Wales (HCC) is the strategic body responsible for the development, promotion and marketing of Welsh red meat. Its mission is to support the development of a profitable, efficient, sustainable and innovative Welsh red meat industry, which responds competitively to ever changing market trends.

The organisation employs around 25 staff within the parent body, with an additional 25–30 staff employed by our subsidiary company. Both entities operate bilingually and in close partnership with stakeholders across the agricultural, food and public policy sectors. As a Welsh public body, we are committed to promoting equality, diversity and the Welsh language, and to maintaining the highest standards of governance, workforce wellbeing and organisational culture.

#### **Post overview**

Reporting to the Strategy and Future Policy Manager, this role provides support on the administration of the PGI Welsh Lamb and PGI Welsh Beef designations scheme. HCC act as guardian of the designations.

This is an entry-level role suited to a recent graduate or current post-graduate looking to develop experience in the red meat supply chain sector.

As part of a team, the post holder is responsible for ensuring that the organisation's guardianship of the two designations is supported through effective co-ordination with the Scheme contracted certification service deliverers.

Within the role there may also be occasion to support other colleagues across the organisation, to ensure the successful delivery of individual projects and programmes.

#### **Principal accountabilities and responsibilities**

##### **PGI Designation Support**

- Support the administration of the PGI Welsh Lamb and PGI Welsh Beef scheme designations and collate information for audit and evaluation

- Liaise with the PGI Schemes contracted certification deliverers.
- Review the current scheme process, potentially identifying efficiency opportunities.
- Maintain an accurate, effective and up to date records management system.
- Responsible for the efficient and accurate data/entry processing.

## Knowledge & Skills

Factor	Essential criteria	Desirable criteria
<b>Knowledge</b>		Knowledge of the Welsh agri-food sector or related industries
<b>Skill &amp; Experience</b>	<p>Knowledge and experience of records management systems</p> <p>Experience of using Microsoft packages including Word, Outlook and Excel.</p>	
<b>Personal Attributes</b>	<p>Enthusiastic and proactive, with the ability to manage multiple tasks</p> <p>Ability to work independently as well as part of a team.</p>	Creative thinker with a willingness to learn and develop new skills and meet deadlines.