

Full Job Description: Head of Trade – Asia Pacific

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| **Date Created** | 23/7/24 |
| **Department** | International and Global Regulatory Affairs |
| **Job Title** | Head of Trade – Asia Pacific |
| **Working hours** | Full time – 35 hours |
| **Location** | Edinburgh or London (hybrid working policy – 2 days office requirement)  Regular travel between Edinburgh and London and occasional international travel is required as part of the role, with occasional out of hours representational requirements at relevant events |
| **Reporting to** | International Director |
| **Salary** | £55,000-£61,000 |
| **Start Date** | tbc |
| **Overview** | |
| The Head of Trade – Asia Pacific advocates on behalf of the Scotch Whisky industry to advise on and deliver the right trade outcomes within Asia Pacific. Key outcomes include providing support to member companies, influencing government policy, acting on issues such as Free Trade Agreement negotiations, and tackling market access, trade barriers and regulatory issues, through activities including:   * market analysis and development of trade policy strategy, * engagement with Scotch Whisky Association (SWA) members * engagement with governments in the UK, Scotland and in export markets * collaboration with other trade associations | |
| **Main Responsibilities** | |
| * **Market analysis and TRADE POLICY STRATEGY:** Monitor trading conditions and engage with member companies and partner associations to develop and implement strategies to remove barriers to trade for Scotch Whisky in Asia Pacific markets. * **Government Engagement:** Ensure upholding and enhancing market access for Scotch Whisky in the Aisa-Pacific region is a policy priority for the UK Government, alongside working with third country governments and relevant international organisations (WTO, OECD) to resolve market access issues. Maintain and build relationships with UK officials in London, and British Embassies/High Commissions in markets for which responsible. * **Member engagement:** Engage with members and partner associations to update on relevant changes to policy and to develop clear strategies for advocacy to tackle market access barriers and influence UK government trade policy. * **Relationships:** Maintain close liaison with industry and government representatives globally, including in member companies, partner trade associations, and officials working for Scottish, UK and foreign governments. | |
| **Essential Tasks** | |
| * Manage the member company focused Asia Pacific Working Group (WG), including organisation of meetings, producing papers, and working with the Chair and members to set agenda topics and priority workstreams. * Represent the SWA at stakeholder meetings, including governmental, industry or other external agency meetings. * Engage with and brief UK and overseas government officials on key trade and market access issues, securing their support to deliver well-regulated markets for Scotch Whisky. This includes responding to consultation processes, providing briefing materials, direct engagement and in-market visits. * Provide timely information to SWA members and colleagues, including via Committee/Working Groups, responding to member inquiries, and digital updates (e.g. website updates, emails etc.), as well as coordinating and collaborating with other trade associations. * Organise visits for both delegations to the UK and overseas visits by the SWA to priority markets, including setting up the programme, preparing briefing material and following up on priorities. | |
| **What we offer** | |
| The Scotch Whisky Association works 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 of diverse opportunities, working collaboratively with passionate, knowledgeable colleagues.  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. * We offer 25 days annual leave, as well as 3 additional days between Christmas and New Year and 9 public holidays. * Our people policies reflect our investment in both physical and mental wellbeing. We provide a cycle to work scheme, BUPA healthcare (after two years’ service), 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 support our people to find the best individual balance between work and life commitments. Our hybrid working policy requires 2 days per week in the office, we are open to considering flexible working requests. | |
| **Person Specification** | |
| **Experience & Knowledge** | |
| **Essential** | **Desirable** |
| * Experience of developing and presenting imaginative and detailed policy proposals on complex issues and executing strategies to advance agreed priorities | * Knowledge of international trade and/or economics, with an understanding of regional export markets * Experience in government service/trade association/public affairs |
| **Skills** | |
| **Essential** | **Desirable** |
| * Ability to build and maintain successful relationships with and influence a wide range of stakeholders * Effective representational and interpersonal skills, with ability to effectively communicate with impact on SWA priorities to a wide range of audiences in a range of mediums * Ability to find imaginative solutions to complex policy and market access problems |  |
| **Personal Qualities** | |
| * Political judgement * Collaborative, flexible and constructive team member * Able to positively challenge colleagues to develop robust policy positions | |

**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 |  |
| 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: |  |
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| Do you consider yourself to have a disability? | *[Yes/No]* |
| If yes, please contact our HR team at [hr@swa.org.uk](mailto: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**](mailto:hr@swa.org.uk) **by 13th September 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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