

ROLE PROFILE

Role Details

Job Title: Development Officer	Department: Scotland
Responsible for:	Location: Perth Office (hybrid working opportunity)
Line Manager Job Title: Industry Partnership Manager	Date: March 2025

Purpose

Support the Industry Partnership Manager in delivering Lantra's sector engagement activities within Scotland. Keep abreast of the needs of our land-based and aquaculture businesses and organisations and work with the Industry Partnership Manager to identify new and relevant projects, research opportunities and collaborative activities which will help to meet our employers' and stakeholders' needs.

Responsibilities

Responsibility	Outcomes and measures
Deliver objectives against agreed outputs and timescales. Support the delivery of individual projects or activities against agreed timescales, and outputs.	Delivery of associated sector engagement outputs and milestones in time and in full against Scottish Government Workplan and other relevant project plans. Individual projects or activities delivered to agreed timescales and outputs.
Work with the team to help businesses, influencers, and decision makers to better support skills development initiatives.	Engagement with employers, decision makers, influencers, and businesses, ensuring the relevance of our skills initiatives and delivery on the Scottish Government Workplan.
Through employer engagement, networking, and project activity, support the Industry Partnership Manager in identifying connections appropriate to the core activities of Lantra as a whole, including Lantra Awards and Frameworks and Standards.	Leads shared and discussed with the Industry Partnership Manager to assess appropriateness to the requirements of the contact and to the benefit of themselves, the sector and Lantra.
Support the team in working to position Lantra with employers as the source of expertise on educational and workforce development re the environmental and land-based sector.	Attendance and delivery at employer and stakeholder meetings. Helping to influence the skills agenda in skills and employer groups. Identifying gaps in knowledge or evidence which could be filled through the commissioning of/carrying out research.

Person Specification

Knowledge / Skills Required	
<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of the key industry sectors and associated Scottish Govt Strategies/ Skills Plans • An understanding of effective project management techniques • Good people skills • Excellent communication skills • Passion for the environmental and land-based sector 	<p>Desirable</p> <ul style="list-style-type: none"> • Excellent knowledge of Office applications – Word, Teams, Excel and Outlook • Knowledge of the education system and the key strategies. • Knowledge of the key industries, trade associations, key stakeholders, training providers and other bodies within the environmental and land-based sector in Scotland
Experience	
<p>Essential</p> <ul style="list-style-type: none"> • Experience of supporting successful project delivery • Experience of working to budgets, milestones, and targets • Experience of managing and liaising with decision makers, employers, key stakeholders / customers • Excellent time management skills 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience within an industry engagement role
Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Relevant Higher Education level qualification to at least HND / SCQF level 8 or equivalent. 	<p>Desirable</p> <ul style="list-style-type: none"> • Degree or equivalent in a relevant area

Behaviours

Corporate Value	Expected Behaviours <i>(general or job specific)</i>
Customer First	<ul style="list-style-type: none"> • Leads by example and builds a culture of customer excellence within the team • Identifies new trends or initiatives that will benefit the customer / customer relations • Ensures they understand who the customer is and what their needs are
Commercially Driven	<ul style="list-style-type: none"> • Understands the business structure and their role in achieving business plan • Supports team to deliver business outputs • Shares best practice and market knowledge • Actively seeks better ways of delivering services, ways of working and reducing costs • Develops their external network
Collaborative	<ul style="list-style-type: none"> • Works closely with other teams to ensure consistency of services • Is approachable and open to ideas • Encourages team spirit and manages conflict quickly and fairly
Camaraderie	<ul style="list-style-type: none"> • Encourages effective communication across all levels • Agrees expectations and priorities with colleagues • Develops internal and external networks and relationships to increase knowledge and understanding
Leadership	<ul style="list-style-type: none"> • Generates enthusiasm, commitment in others and actively works to raise morale • Role models corporate behaviours
Personal Effectiveness	<ul style="list-style-type: none"> • Take ownership of a task they have been allocated and follows through • Manages time for tasks effectively, planning ahead and communicates these plans to those who need to know • Is more proactive than reactive in their approach • Is adaptable when the needs of their role or the organisation changes • Is prepared for meetings or agreed activities • Asks questions when unsure • Is polite, courteous and respectful in all interactions with others • Gives their full attention to the needs of the organisation whilst at work • Proactively ensures they have the skills necessary to do their job and ensures they are technically competent in their role • Maintains their own health safety and that of their colleagues