# BRIGHTON & HOVE CITY COUNCIL JIN 4221

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| **Job Title**  | Food Policy Co-ordinator  |
| **Reports to**  | Economic Development Programme Manager  |
| **Delivery Unit** | City Development & Regeneration |
| **Division** | Environment, Economy, Culture  |

**Purpose of the Job**

To provide strategic leadership on food policy and food economy matters within the council; developing and leading policy, strategies, programmes and funding bids as appropriate and supporting the growth of circular economy and sustainable approaches in achieving a resilient local food economy.

To work collaboratively with relevant community and voluntary sector organisations, social enterprises, businesses, public sector organisations and academic institutions in the city to achieve the food goals for the city, including those set out by the city’s Gold Sustainable Food Status.

**Principal Accountabilities**

1. To liaise with the services across the council in identifying, resourcing and delivering actions that support the city’s food goals.
2. To collaborate with other parts of the organisation to embed food work across the policy and practice of the council as a means of achieving economic, health, environmental and social ambitions
3. To help develop and deliver the food focus of the city’s Circular Economy Route Map by working alongside city partners in stimulating the growth of circular food initiatives, identifying innovative circular models for local food businesses and supporting the resilience of the local food economy.
4. To review and improve food related policies in the council and recommend new policies as appropriate, including through the planning process and other policy and strategy documents. These might include (but not be limited to) the Corporate Plan, The Economic Strategy, The Circular Economy Routemap, the Downland Estate Plan, the Biosphere Management Strategy and the Carbon Neutral 2030 Plan
5. To oversee and co-ordinate actions across council to achieve and maintain the city’s Gold Sustainable Food City status
6. To coordinate the development and delivery of a Greater Brighton Food Strategy
7. To participate in relevant local, regional, national and international forums, partnerships and boards to further the delivery of the food goals for the city including sharing good practice.
8. To respond to and lead work to meet national government policy or guidance on food and to respond to national consultations
9. To co-ordinate the council’s response to the impact Covid is having on the city’s food sector, in partnership with the various food banks and food co-operatives (INTERIM POST ONLY)
10. To co-ordinate the council’s response to the impact Brexit has on the city’s food sector, in partnership with the various food banks and food co-operatives
11. To work collaboratively with the voluntary & community sector and other stakeholders (i.e. food businesses, academic institutions) to identify and deliver key strategic projects including facilitating appropriate task and finish groups
12. To create positive links and cross authority and cross sector working on food including resilience planning, economic recovery and land use.
13. To be a council co-optee on the Board of the Brighton & Hove Food Partnership and to facilitate council input and support for food sector events, consultation and activities
14. To provide briefings, recommendations and progress reports to elected members, committees and other relevant decision-making groups/forum including the Carbon Neutral 2030 officer group and members group.
15. Collaborate with the The Living Coast Biosphere Programme Manager and Biosphere partners in raising the profile of food, maximising partnership opportunities for progressing food projects and sharing best practice and learning across the city, and The Living Coast region

**General Accountabilities**

The post holder will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of him/her. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

The post holder must be prepared to implement the Council’s Equalities Policy at a level appropriate to the job and must at all times carry out his/her duties with due regard to the Council’s Equalities Policy.

The post holder must embrace and actively promote the councils core values

The post holder must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety of such employees and areas of the workplace as fall under the direct control of the post holder and for complying with legislation relating to such works and contracts as are within the direct responsibility of the post holder.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Job Title:**  | Food Policy Co-ordinator  |
| **Reports to:**  | Economic Development Programme Manager |
| **Department:** | Environment, Economy, Culture  |
| **Section:**  | City Development & Regeneration |

### **Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | * Degree or a comparable level of knowledge gained through experience, preferably in social policy, economic development, community development, sustainable development or related discipline
* Knowledge of the food sector and related policy
* An understanding of the politics and economics of agriculture, food growing and agri-tech sectors.
* Good knowledge of sustainability policy and practice at local, regional and national level and the role of agencies involved in sustainable development.
* A good understanding of the role of local authorities, local third sector partners and others in developing local food resilience.
* An understanding of local, regional and national planning policy
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| Experience | * Significant experience of working in a sustainability environment, working independently to provide advice and guidance on sustainability issues
* Project management / development in a social/economic policy or sustainability context, including budget management and monitoring
* Successful track record in bidding for external funding
* Demonstrable experience of strong partnership working, and community and stakeholder engagement
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| Skills and Abilities | * Accurate and methodical approach to project management, planning and prioritising.
* Excellent analytical skills, including monitoring and reviewing data
* Good written and verbal communication skills; able to present complex information / concepts in an accessible way
* Excellent presentation skills
* Able to work effectively as part of a team
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| **Equalities** | * Be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy
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| **Other Requirements** | * Undertake the duties of this post in accordance with the council’s and relevant Health & Safety and Data Protection legislation.
* Flexibility to work some unsociable hours is a requirement of the post
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