**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.

|  |  |
| --- | --- |
| Application for  | Deputy Director International Trade & Global Regulation |
| Where did you see the job advertised? |  |

Personal Information (this information will not be seen by shortlisting panel)

|  |  |
| --- | --- |
| Title (optional): |  |
| Full Name: |  |
| Address: |  |
| Postcode: |  |
| Email: |  |
| Telephone: |  |
|  |  |
| Do you consider yourself to have a disability? | *[Yes/No]* |
| If yes, please contact our HR team at 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** **by 27 May 2024*.***

**This page is intentionally blank**

**Section 1 – Education and Training**

|  |
| --- |
| Please provide details of education and any relevant training |
|  |

|  |
| --- |
| Please provide details of any relevant qualifications (particularly with reference to the person specification in the job description if appropriate) |
|  |

**Section 2 – Employment history**

Please provide details of your current and previous roles

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |
| **Previous roles** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Section 3 – Person Specification**

|  |
| --- |
| Experience and Knowledge |
| Please provide details of how your experience and knowledge match the requirements set out in the job description |
|  |

|  |
| --- |
| Skills and Personal Qualities |
| Please provide details of how your skills and personal qualities match the requirements set out in the job description |
|  |

**Section 4 – Any other supporting information**

|  |
| --- |
| Please provide any other information you wish in support of your application (optional) |
|  |



Full Job Description: Deputy Director International Trade & Regulatory Affairs

|  |  |
| --- | --- |
| **Date Created** | 18 April 2024 |
| **Department** | International/Global Regulatory Affairs |
| **Job Title** | Deputy Director International Trade & Regulatory Affairs |
| **Working hours** | Full time (35 hours) |
| **Location** | Edinburgh or London |
| **Reporting to** | Director – International and Director – Global Regulatory Affairs |
| **Salary** | £76,000-£83,000 |
| **Start Date** | Tbc |
| **Overview** |
| The Deputy Director will support the work of the International team and Global Regulatory Affairs team to ensure that the Scotch Whisky industry has fair market access around the world and operates in a competitive global trade and regulatory environment. The role involves working closely with the UK and Scottish Governments, national governments in our export markets, with international organisations such as the World Trade Organisation (WTO) and other partners to ensure Scotch is exported efficiently and sold successfully around the world. The successful candidate will need to work in close coordination with the Scotch Whisky Association’s (SWA) member companies in the UK and globally on technical and regulatory barriers to trade.  |
| **Main Responsibilities** |
| * Analysing and monitoring global markets
* Information and activating government support
* Engaging and responding to members
* Developing of strong relationships and representing the SWA
 |

|  |
| --- |
| **Essential Tasks** |
| * Lead SWA engagement with the World Spirits Alliance (WSA) and its other members, with reference to market access and trade policy issues.
* Ensure the WSA remains an effective coordinator of collective market access/technical barriers to trade activity in market and in international fora such as the WTO and OECD.
* Monitor developments at the WTO and ensure all matters of interest/concern to the industry are addressed through the UK government.
* Lead technical work relating to WTO disciplines.
* Coordination on cross cutting issues such as tax, environmental legislation, alcohol and health policy and illicit trade. Identify links between proposed legislation at a national level and policy development at an international level in fora such as the WTO, WHO and UN agencies.
* Take the lead on the trade policy relationship with the Scottish government, supporting the CEO and advising SWA teams on trade policy in a Scottish context.
* Act as SWA lead for relationships with other Scotland based stakeholders on trade issues.
* Potential line management responsibility for a small team of professionals.
 |
| **What we offer** |
| The Scotch Whisky Association is a prestigious organization which works 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 with colleagues who have a wealth of experience and knowledge. 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.
* 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. |
| **Person Specification** |
| **Experience & Knowledge** |
| **Essential** | **Desirable** |
| Previous experience of working in or with government in the UK or international institutions and influencing governments on complex issues.Able to demonstrate considerable professional experience of operating at a senior level.  | Educated to degree level in politics, international trade or similarExperience in trade policy, market access or tax and other regulatory issues would be an asset.Knowledge of Scotch Whisky and working in a trade association desirable but not necessary. |
| **Skills** |
| **Essential** | **Desirable** |
| A high degree of professional credibility and ability to influence and communicate a point of view to senior external stakeholders in Westminster and Holyrood. Intellectually strong with the ability to * understand complex issues quickly;
* find pragmatic solutions;
* persuade others; and
* drive delivery

Communication and representation skillsClear and confident in writing and speaking style. |  |
| **Personal Qualities** |
| Working across teams: behaviour should support forming effective partnerships and relationships internally and externally, with others from a range of diverse backgroundsWilling to share information, resources and support |