



## Plant Health Alliance

<b>Job Title:</b>	Plant Healthy Certification Scheme - Compliance Manager
<b>Reporting to:</b>	Chair of the Plant Health Alliance and Working Group
<b>Location:</b>	United Kingdom – home-based
<b>Start Date:</b>	As soon as possible
<b>Contract Length:</b>	Three-year contract with a view to becoming permanent
<b>Salary:</b>	Salary range: £45,000 - £50,000 Full-Time-Equivalent (depending on experience) – possible part-time role for suitable candidate
<b>Employment type:</b>	Flexible – e.g. self-employed or employed by a host organisation

### **About**

The Plant Healthy Certification Scheme is an initiative led by the Plant Health Alliance, which was formed in 2018 at a Plant Health summit at Highgrove. The Alliance is a professional group of leading figures in the ornamental horticulture, landscape, arboriculture, forestry, and general land management sectors. The Alliance's aim is to protect plant life in the UK and beyond. The Alliance owns the Plant Health Management Standard and is the Governing Body for the Scheme. The scheme is the principal initiative of the Alliance and its successful roll out is deemed to be a key mechanism to improve plant biosecurity and raise the profile of the Alliance's work.

Concerns about the environmental damage that can be caused by a range of destructive plant pests and diseases e.g. ash dieback, *Phytophthora ramorum* and *Xylella fastidiosa* have highlighted the need to improve plant health management and biosecurity systems along live plant supply chains. Industry, environmental NGOs, and government have worked together to develop the Plant Health Management Standard and the associated Plant Healthy Certification Scheme, which was launched at Kew Royal Botanic Gardens in February 2020.

### **Role and Responsibilities**

The Plant Healthy Certification Scheme aims to raise plant health and plant biosecurity standards across live-plant supply chains in the UK and beyond. This is to help protect our natural environment as well as trade. Through independent, third-party audits, the scheme's objective is to certify growers, retailers, public gardens, arboriculturists and landscapers to the Plant Health Management Standard requirements. The Scheme Compliance Manager will be responsible for working with the Chair and members of the Plant Health Alliance Working Group, together with technical personnel to advance the overall strategic direction and delivery of the scheme including successful uptake, review, coordination and maintenance of all aspects of the scheme and certification processes.

### **The role will involve:**

- Overseeing the Service Delivery Agreements with the Certification Bodies (CBs) and working with CB technical managers to ensure accurate membership records are maintained (in compliance with General Data Protection Regulations).
- Standard setting - working with the Technical Advisory Group to periodically review and improve the Plant Health Management Standard.
- Work with Certification Bodies to achieve scheme accreditation at the appropriate time.
- Overseeing the content of the Plant Healthy website and associated online resources.



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- Work with CBs and stakeholders to drive scheme membership across target sectors, including small and medium-sized enterprises and organisations.
- Overseeing the delivery of a promotion plan for the scheme, including working with Alliance member organisations to support the promotion of the scheme to their members and beyond
- Communicating with certified scheme members (e.g. newsletters, campaigns, social media).
- Developing further and delivering the business plan for the scheme with Alliance members.
- Representing the Plant Health Alliance and promoting the scheme at various industry, government and sector events aimed at raising awareness of the scheme and its benefits.
- Reporting to the Plant Health Alliance Steering and Working Groups to communicate progress, and working with them to identify ways to develop and improve the scheme.
- Working with the Plant Health Alliance Steering Group to increase interest in the scheme from retailers, local authorities, and other relevant sectors.
- Undertaking other reasonable duties as may from time to time be required to fulfil the role.

### **Person specification:**

#### **Essential skills and qualifications:**

- Compliance experience, e.g. as a scheme manager, within a certification body or as an auditor.
- Possess knowledge of International Standards Organisation (ISO) standards.
- An understanding and experience of working with Certification Bodies to establish / run accredited certification systems.
- Ability to think strategically.
- Excellent verbal and written communication skills.
- Strong administrative, organisational and time management skills.
- Project and financial management experience.
- The ability to work proactively and as part of a team.
- Attention to detail with the ability to multi-task, work well under pressure.
- IT literate (Google Workspace, MS Office Word, PowerPoint, and Excel).

#### **Desirable:**

- A background in agriculture, horticulture, landscaping, arboriculture or forestry.
- Experience of working with government, trade bodies or membership organisations
- Educated to HND level or above.
- Knowledge and experience of working with Hazard Analysis Critical Control Point (HACCP) systems.
- Full UK Driving Licence.

If you have the desire to help protect the plants in our gardens, parks and countryside, and have the necessary skills and experience to be successful in this role please email: [info@planthealthy.org.uk](mailto:info@planthealthy.org.uk), forwarding an up-to-date copy of your CV for consideration in the first instance. For general information about the scheme please see: [www.planthealthy.org.uk](http://www.planthealthy.org.uk)