**Job Description**

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| *Job Title*: | **Senior Horticultural Assurance Scheme Executive** |  |  |
| *Department*: | **Horticulture** | *Reporting to*: | **Technical Horticulture Manager** |
| *Payroll Department:* | **HOC-HOC** |  |  |
| *People Responsibilities*: | **None** |

The [Ornamental Horticulture Assurance Scheme (OHAS)](https://hta.org.uk/ohas) is a certification scheme run by the HTA. It is a long-standing, dedicated scheme with the objective of raising standards in ornamental horticulture in the UK and overseas. The scheme is business rather than product focused, and certificates growers, packers, and growing media manufacturers to compliance criteria contained within the three, UKAS accredited, OHAS Standards, via unbiased independent inspections managed by a third-party certification body.

The scheme is both UK and internationally recognised, being benchmarked to [GlobalGAP](https://www.globalgap.org/), and is affiliated, via the HTA, to the [Floriculture Sustainability Initiative (FSI)](https://www.fsi2025.com/). The scheme is a central part of the HTA’s benefits of membership for our grower and other types of member businesses.

As well as being a means for quality assurance in the supply chain, HTA has an opportunity to develop the scheme as a means for supplier businesses to assure their retail and public sector customers of compliance with emerging biosecurity and environmental standards for plant production and supply. This development will align with wider work in the HTA to influence the evolution of these standards and their roll-out into UK horticulture in a manner that benefits our member businesses.

**Main Purpose of Role:**

To be a key member of the HTA’s Horticulture Team, and to take responsibility for the business management and development of the Ornamental Horticulture Assurance Scheme (OHAS), ensuring the scheme develops into the leading means of quality assurance in the UK ornamental horticulture supply and aligns with and supports the HTA’s overall value proposition for membership.

**Role Responsibilities:**

* To work across the business to develop, agree, and maintain a product roadmap for OHAS (including its rules and governance), to ensure its continuing competitiveness and relevance to its members and stakeholders.
* To manage the Scheme on a day-to-day basis in line with overall HTA systems, processes, and policies, updating the OHAS Standards and supporting documentation as required, and driving scheme development to ensure it meets the needs of its members and their customers, and is accessible to all business types.
* In liaison with the HTA Head of Member Engagement, Marketing Manager, and other colleagues as necessary, to raise awareness, knowledge, and uptake of OHAS amongst multiple retailers, DIY stores, major garden centre retailers and local authorities. To include regular contact with relevant technical managers, buyers, and quality assurance staff members to update them of developments and strengthen relationships.
* To ensure that the HTA Membership Engagement Team are trained and briefed on the key features and benefits of OHAS and supported in other discussions with growers either already in or interested in joining the scheme.
* To represent and promote OHAS at industry events, to increase membership by raising awareness and sharing the scheme benefits.
* To manage, supported by the Groups and Committees Executive, the contract with, and oversee the day-to-day relationships between, OHAS and the scheme third-party Certification Body, to ensure assessment standards and other service level agreements are maintained, and that there is a sufficient pool of trained assessors to call upon.
* To manage the relationship with other assurance bodies including GlobalGAP (including benchmarking) FSI, and [Plant Healthy](https://planthealthy.org.uk/) and to ensure that OHAS is benchmarked to these standards (as required) and, with the support of more senior colleagues, to influence the development of any benchmarking process to horticultural standards.
* Supported by the Groups and Committees Executive, organise, attend, and facilitate the OHAS Committee meetings (four times per annum), creating the agenda in consultation with the Committee Chair and colleagues as applicable. Post-meeting, to ensure minutes are approved and action points are addressed by the relevant date.
* Be the main technical contact point for OHAS members and associated stakeholders ensuring regular communication is maintained with agreed key contacts.
* Be responsible for producing and ensuring the accuracy of OHAS technical and other horticultural content in agreed HTA communication or media channels, ensuring it is up to date and relevant.
* To engage with and draw upon the expertise of HTA colleagues and ensure OHAS has good visibility within the wider HTA and is part of relevant future activities and is aligned with developments in other areas of the association such as input benchmarking, the HTA’s sustainability and biosecurity work, and business improvement schemes for growers.
* Support HTA Managers by providing information and reports to HTA Board, Council, and other internal and external groups as required.
* Support the HTA policy team by obtaining feedback and responses from members to industry wide issues or specific consultations.
* Regularly record member contact, ensuring that the interaction and outcomes are inputted into the membership database (CRM) to maintain records and reference member data in accordance with HTA policy and General Data Protection Regulations
* Follow organisational process and procedures to ensure member expectations and agreed service level agreements are met.
* Undertake such other duties, commensurate with the responsibilities above, as may from time to time be required by members of the HTA Management Team.

**Person Specification**

**Essential Skills and Qualifications:**

* Educated to A level standard or equivalent.
* A sound understanding of assurance schemes and the process of certification, preferably with proven experience of managing assurance schemes or assessing within the agriculture or horticulture sectors.
* Experience of working within the horticulture or land-based sector e.g. agriculture, forestry or amenities.
* Effective written, verbal, and electronic communication and influencing skills with the ability to tailor communication style to different audiences.
* Ability to effectively engage and build positive relationships with colleagues across the organisation and external stakeholders.
* Self-motivated and able to work under own initiative as well as able to work as part of a team, support colleagues and promote excellent team spirit.
* Strong administrative, organisational, and time management skills.
* An eye for detail and accuracy with the ability to multi-task, work well under pressure, and within a small team.
* The ability to exercise sound judgement, tact and diplomacy, uphold integrity, and exhibit professionalism at all times, especially when handling confidential and sensitive information.
* IT literate with demonstrable knowledge of MS Office including Outlook.

**Requirements**

* Be prepared to travel for meetings and events, which may involve overnight stays.
* Full UK Driving Licence

**Desirable Knowledge, Skills and Experience Required:**

* ISO Lead Assessor qualification.
* Degree qualified or equivalent.
* An understanding and experience of the UK ornamentals horticulture industry.

**HTA Core Purpose:**

We help our members to flourish.

**HTA Mission Statement:**

‘On behalf of our members we promote, support and nurture our industry to ensure a robust and sustainable future.’ Our aim is to recruit and retain people with the behaviours that support our mission and who will grow with us and achieve more.

**Your Values:**

**Collaboration**

Approachable, responsive, and helpful, nothing is too much trouble. Enthusiastic, self-motivated and confident with a ‘can do’ attitude.

**Integrity**

Demonstrate honesty, trust, openness, and respect when liaising with people. Treat everyone as an individual and be responsive to their needs.

**Innovation**

Keen to develop and learn new skills. Welcomes change, is flexible and can adapt and deal with various demands. Pro-active, open to new ideas and encouraging of ways to continually improve.

**Influence**

A good communicator who listens and can express themselves clearly. A professional and informed approach to our members and customers. Providing specialist knowledge leading to a fulfilling experience.