



## WHAT IS IT LIKE TO WORK AS AN EXPORT OFFICIAL VET?

Thank you for your recent interest in working for Amivet Exports. We often get asked questions about what it's like to work as part of the Amivet team, so we've answered some of the most common ones! If you have other questions we're always happy to answer these too!

### **HOW DO I APPLY?**

You can apply via our website, via our google form, via email or via any adverts we may have placed. The google form at <https://forms.gle/ZgNSbUbcxE8cQHsA6> asks some basic information which allows us to assess your application. A copy of your CV would also be required.

### **WHAT'S THE PROCESS?**

If we feel you'd be an asset to our team we'll normally arrange a 30-45 minute first interview call via Teams. Following this, we may request a second interview (usually with another member of the team, possibly the Regional Manager who would support you if you join us), on Teams or face to face. We might also advise that you 'shadow' an OV on an export visit to get a real feel for the work.

If we feel your application is not successful, we endeavour to advise you, and will keep your information on file, should we have future vacancies, unless you advise us otherwise.

You'll need to have a vet degree that enables you to be registered with the RCVS to work as a vet in the UK, including having passed an English language test if needed - IELTS level 7 (or equivalent). We do have a certificate of sponsorship to sponsor a skilled worker visa, if required. We'll cover the cost of the CofS; you will need to cover your SWV and health surcharge costs.

### **WHAT DOES THE JOB INVOLVE?**

- Identity checking goods (mostly food), checking supporting documentation and attestations, completing and signing EHCs. Site dependent, we may have admin support to aid with applying for EHCs, printing, scanning etc
- Dealing with client queries/exceptions/delayed or rejected shipments
- Groupage/GEFS factory/manufacturing site audits, every 30 days
- Some roles may involve non-EU work (rest of the world) - advising exporters on new EHCs and signing EHCs for other countries
- Some sites will also have CSOs (certification support officers), who will act under OV supervision
- We only deal with product exports and do not do any live animal, pet or germplasm exports and there is no abattoir work
- The sites are a mix of factories, warehouses, industrial units etc and may be ambient, chilled or frozen
- A good eye for detail and ability to stay calm under pressure are essential
- Good organisational skills and ability to prioritise workload
- Excellent written and oral communication skills, in English
- Computer/IT literacy

## TRAVEL

- Depot Based Role - based at a single site for most of the time
- Field Based Role – this will involve travel across multiple sites, possibly within the same day. We will endeavour to give work near to your home address, but we cannot guarantee it will be within 'X' miles or hours of home, due to business needs. Your hours will vary from day to day and week to week
- Own car and full driving license valid in the UK are essential as some sites can be well away from public transport
- Some of the documentary checks may be able to be done remotely
- We pay a mileage rate (typically 35p/mile) for travel by car (or up to that amount for other means of transport if needed) for field based vets and for depot vets who travel to sites that are not their usual place of work, as that is considered a typical commute

## ACCOMMODATION

Should you be working a considerable distance from home, then it may be more prudent to stay locally than have a long commute. We will pay towards accommodation in these cases.

## RELOCATION

We may be able to offer you a role but at some distance from where you live, and this may require you to consider relocation. We may be able to pay relocation expenses up to £2,500.

Should you be considering a move during your employment, please speak to us first as we may not have sufficient work in the new location to continue your employment.

## CONTRACTS

We can consider full time, part time, zero hours and temporary contracts. We are also happy to look at locums on IR35, self-employed or umbrella company terms, assuming compliant with employment/tax laws.

## HOURS

- Many sites are 'office hours' Monday-Friday; but some may involve weekend work on a rota. Others may require early morning/late evening shifts. Night work is very unlikely
- Part time staff will normally work over stipulated days, for example you might work 16 hours over Mon/Tues/Wed
- Full time is considered 40 hours per week
- Hours working from home e.g. document checks, admin, calls with clients etc are included in your working hours
- Due to the nature of the work, there will be some busy days/weeks and some quieter days/weeks. During quieter periods you should contact your Regional Manager and office for guidance
- For field based OVs, travel between sites and any travel over one hour to and from a depot is normally considered part of your working hours; the first and last hour is considered a normal commute.

## TRAINING

- You'll need to pass your Improve International PX course prior to starting certifying
- We consider our OV training to be gold standard. We provide extensive further training via accompanied visits, Teams and online training/library to name a few
- You will be able to get rapid help via phone/message from the office, Regional Managers, WhatsApp groups etc

- We anticipate most sites and commodities will have a 'ready-made template' giving full details of what EHCs are needed, on what basis the EHC can be signed (e.g. oval health mark, compliance with EU law, veterinary support documents etc). These have been drawn up in conjunction with a former UK deputy chief vet and a member of RCVS disciplinary committee
- We do have a training agreement as part of our contracts – we invest a significant amount of time and resource into training a new OV initially, even those with experience are training to the Amivet standard, so if you were to leave within 2 years, we would recoup some of this on a sliding scale. This also allows us to offer an above average starting salary to ensure you are not worse off.

## REMUNERATION

- Competitive salary with an increase after successful probation and annual reviews thereafter. Some roles may include a 'signing on/welcome' bonus
- Amivet uniform and PPE for employees
- Company pension, private health insurance and sick pay for employees
- CPD and training including OCQV for employees
- Laptop/printer/phone where required for the role for field based employees
- 5.6 weeks paid holiday (including Bank Holidays) for employees, rising by 1 day per year of service to maximum 6.6 weeks

## WHAT ARE THE GOOD POINTS?

- Work for a market leading export certification company
- Work at the forefront of a rapidly growing sector
- Opportunities for promotion e.g. senior OV, Depot Manager, Regional Manager
- A collaborative and friendly team
- Industry leading training program
- Continued investment in training and CPD
- Opportunity to leave clinical practice and diversify
- No more blood results, midnight GDVs.....

## WHAT ARE THE BAD POINTS?

- Can involve quite a lot of travel (though some enjoy this!)
- Workload can be unpredictable and changeable
- Waiting around for lorries to turn up
- Steep initial learning curve

We hope this gives an honest overview of what working with us would be like. If you have any other questions please feel free to ask!