

Name:

Department (and Section where appropriate): Regulatory Affairs – either

UK/EU Harmonised Team (Chipping Campden, Gloucestershire)

International Team (Nutfield, Surrey)

Grade: G2

Job Title: Assistant Food Law Adviser

Immediate Line Manager (Job Title): Regulatory Affairs Team Manager – UK / EU

Job Purpose

To support the provision of safe, honestly-marketed food is a legal, commercial and moral imperative. Food Law Advisers help members consistently and efficiently meet complex, demanding and shifting legal requirements. This is important in helping to secure the recruitment and retention of members and in attracting profitable external revenue to the business.

Main Duties (including % of time spent)

1. To develop, maintain and extend a high level of awareness of current food legislation, related issues and likely developments. (15%)
2. To answer questions from members, other clients and colleagues on the content, application and interpretation of the above. (25%)
3. To contribute to Campden BRI scheduled legislation courses. (5-10%)
4. To contribute to RA publications and events. (10-20%)
5. To initiate new business and deliver contract services on time and within budget. (10%)
6. To contribute to the development and delivery of research projects. (10%)
7. To recommend and implement change in services, products and systems. (1-5%)
8. To develop self to enhance performance and professionalism. (10%)
9. To undertake such other duties as may, from time to time, reasonably be required by line manager. (5%)
10. To create, maintain and enhance effective working relationships.

Knowledge, Skills & Experience

Graduate level qualification(s) in science, law or related subjects.

An understanding / knowledge of food law in relation to commercial, enforcement or policy setting would be an advantage

Well-developed communication skills – upwards, downwards and outwards

KEY TASKS & RESPONSIBILITIES

1. Communications

Clearly explains complex legal provisions, concepts and developments.

Provides extensive, individually-tailored written and verbal information and advice.

Periodically collates and prepares written summaries of legislation

Client interaction in respect of questions on content, application and interpretation of food law and related issues. Strong verbal and written communication

Confidential in all communications with clients and colleagues.

<p><u>2. Analytical Skills & Creativity</u></p> <p>Aims to routinely and authoritatively interpret continually-changing, complex legal and business material and its practical application in a variety of commercial settings. This would be with support from line manager.</p>
<p><u>3. Management of Activities</u></p> <p>Support the team of Food Law Advisors in departmental activities. Responsible for managing, planning own workload with support from line manager. Contributes to improving and developing working practices in own area and the department.</p>
<p><u>4. Management of People</u></p> <p>Head of Regulatory Affairs –Regulatory Affairs Manager - Assistant Food Law Advisor</p>
<p><u>5. Management of Finance & Resources</u></p> <p>N/A</p>
<p><u>6. Autonomy & Accountability</u></p> <p>Supervision and mentoring are required when making authoritative interpretation and provision of advice on food law Initiates new business. Helps clients avoid costly commercial errors and/or reputational damage. Will be mentored through the Departmental activities</p>
<p><u>7. Working Environment</u></p> <p>Primarily Chipping Campden based or Nutfield, Surrey. There may be some requirement for travel</p>
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p>

DSE User

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date