**Name:**

**Group Regulatory Affairs**

**Grade:** G3

**Job Title:** Alcohol Specialist

**Immediate Line Manager (Job Title):** International Regulatory Affairs Manager

### Job Purpose

The job holder will provide sector specific support to our members and clients in the brewing and alcoholic beverages industry, covering provision of information, briefings, training, managing and delivery of bespoke client projects.

The job holder will work closely with the sector specific teams at Campden BRI, providing the bridge between food safety analysis, testing and Regulatory Affairs.

The job holder is responsible for responding to client enquiries and the initiation and management of high value consultancy projects, with an emphasis on brewing and alcohol beverages. Further managing relationships with clients (internal and external) and external partners leading to the initiation of new business opportunities, proposing new regulatory services, suggesting improvements of current services and policies.

The provision of safe, honestly-marketed food is a legal, commercial and moral imperative. Food Law Advisors help our clients and internal teams consistently and efficiently meet complex, demanding and evolving legal requirements in Regulatory Affairs.

### Main Duties (including % of time spent)

- **Provision of consultancy services 60%:** responding to client enquiries and the initiation and management of high value projects; providing expert advice relating to brewed and alcoholic beverages, and likely developments, communicating these effectively to support business and clients alike. Provision of regulatory advice will increase overtime with experience.

- **Business development 30%:** identifying business opportunities and maximising commercial developments, initiating new business, assisting in development of marketing activities, proposing new services and suggesting improvements of current services to expand and promote regulatory portfolio to new and existing clients, managing relationships with clients and external partners; preparing quotes and proposals.

- **Project management 10%:** implementing existing and establishing, managing and developing new processes in a continuous improvement arena to optimise the experience for clients.

- **Other:** ensuring alignment with corporate values, vision, mission and objectives, ambassador of positive, ‘can-do’ attitude and ‘one team’ approach and culture, undertaking such other duties as, from time to time, reasonably may be required by the International Regulatory Affairs Manager.

(Percentage of time spent is indicative only and is subject to change depending on the business needs).

### Knowledge, Skills & Experience

- Graduate level qualification(s) in science, law or related subjects.
- Strong interest, scientific background and work experience in the brewing and/or alcoholic drinks industry.
- Basic knowledge of food law acquired in a commercial, enforcement or policy setting over at least 1-2 years. Some practical experience in delivering projects in this area would be advantageous.
- Experience of project management; proven track record of managing and delivering projects.
- Excellent oral, written, IT and presentation skills; the ability to produce clear and concise summaries of complex technical information.
- Ability to influence and interact with staff outside of line management structure and work across
the business as needed to provide them with support in the alcoholic beverages area.
- Fluency in additional language(s) desirable but not essential.
- Customer service-oriented and committed to providing an outstanding level of service to all.
- Highly organised and process driven, ability to multi-task, time management and prioritisation skills.
- A friendly, can-do, flexible and enthusiastic attitude with a strong desire to make the role and the business succeed.
- Ability to work within the UK
- Possession of a Full EU driving licence

### KEY TASKS & RESPONSIBILITIES

#### 1. Communications

Analyzing information in a structured manner and preparing coherent communication, upwards, downwards and outwards, **in consultation with line manager**.

- Clearly explaining (in writing and verbally) complex legal provisions, concepts and developments with a high level of attention to detail and accuracy and able to communicate this to the team.
- Representing the company at conferences, seminars, industry meetings, forums and other events.
- Delivering global regulatory services (‘ad-hoc’ projects and queries, labelling services, trainings, seminars, legislation alerts and guides, horizon scanning) on time and within budget.
- Writing articles and publications on regulatory topics of relevance, building and maintaining an internal library of food legislation/guidance for the country/countries covered.

#### 2. Analytical Skills & Creativity

- Establishing team and clients’ needs precisely through appropriate and effective engagement.
- Gathering and reviewing information, often outside of the ordinary, to elicit the essential relevant details requiring sustained focus and concentration.
- Thinking logically and with clarity to synthesise this material into coherent findings, free of errors, ambiguity or inconsistency.
- Developing these findings into comprehensible and practicable propositions that solve internal and external challenges in an effective and creative way.

#### 3. Management of Activities

- Responsible for assisting the Team Manager in growing the global services in the Regulatory team for Campden BRI, expert consultancy, guiding less experienced staff and management of larger and more complex projects.
  - representing the company at events, conferences, meetings, forums
  - delivering global regulatory services (‘ad-hoc’ projects and queries, labelling services, trainings, seminars, legislation alerts and guides, horizon scanning) on time and within budget,
  - answering questions from members, other clients and colleagues on the content, application and interpretation of the food legislation,
  - writing articles and publications on regulatory topics of relevance, building and maintaining an internal library of food legislation/guidance for the country/countries covered

- Responsible for assisting the Managers in growing the services in the Regulatory Affairs team for Campden BRI, providing expert consultancy, with an emphasis on brewing and alcoholic drinks, and management of larger and more complex projects

#### 4. Management of People

- **Associate Director - International Regulatory Affairs Manager – Job Holder**
  - No direct reports but will need to support and coordinate the activity of others on project work.
5. Management of Finance & Resources

Management of self to operate efficiently within the Regulatory Affairs Team framework and relevant team members as required

Responsible, on behalf of the team for the cost-effective delivery of regulatory services, using in-house and external resources as appropriate, in order to meet an agreed income target. Also ensures that contract work generates appropriate profits.

Responsible for development of services in own area of expertise

6. Autonomy & Accountability

The role holder is expected to work with increasing levels of autonomy, but issues should be referred upwards. They will need to take and communicate autonomous decisions on the authoritative interpretation of regulations, with an emphasis on brewing and alcoholic beverages.

Initiates new business for the global regulatory services.

As lead specialist in brewing and alcohol beverages, provides specialist expert advice on food law to groups and individual clients and colleagues and is accountable for these on behalf of Campden BRI.

Provides guidance to less experienced colleagues in this area.

Helps clients avoid costly commercial errors and/or reputational damage.

7. Working Environment

Based at the Nutfield site, but with the requirement for occasional travel to another site. Travel to visit clients is also required. This may involve overnight stays as required by client and internal needs

8. Other designated job roles

Event Director

DSE User

YES

Manual Handler

NO

Signed & Dated

Job Holder  _________________________________  Date  _________________________________

Line Manager  _________________________________  Date  _________________________________