

Name:

Department (and Section where appropriate): Regulatory Affairs

Grade: G3

Job Title: Food Law Advisor

Immediate Line Manager (Job Title): Regulatory Affairs Manager

Job Purpose

The provision of safe, honestly marketed food is a legal, commercial and moral imperative.

Food Law Advisors help clients of Campden BRI 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)

- To maintain and extend a high level of awareness of current food legislation, related issues and likely developments, in food legislation in the EU. Experience in all or some of the following countries is desired; Germany, Italy, Austria and Switzerland. Support outside these geographic regions is also likely, to meet client needs. (50%)
- To answer questions from clients and colleagues on the content, application and interpretation of the above. (20%)
- To develop and contribute to quotes and proposals across all countries with support. (15%)
- To initiate new business and deliver contract services on time and within budget. (10%)
- To recommend and implement change in services, products and systems. (5%)

To undertake such other duties as may, from time to time, reasonably be required by line manager.

Knowledge, Skills & Experience

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

Minimum 1-3 years' experience / knowledge of food law acquired in a commercial, enforcement or policy setting.

Well-developed communication skills – upwards, downwards and outwards.

Experience of customer service and interaction with clients would be advantageous

Language skills – Fluency in German and/or Italian and English with the ability to read and interpret food law in German and or Italian speaking countries. Additional languages would be an advantage.

KEY TASKS & RESPONSIBILITIES

1. Communications

- Clearly explains complex legal provisions, concepts and developments.
- Good communication skills for holding discussions with staff, clients and subcontractors, to generate project proposals, discuss findings and write coherent reports.
- Presentations to clients (e.g. MIGs, conferences, private) to generate new business.
- Design and deliver off training course presentations
- Able to write reports of varying length and complexity.
- Able to manage projects of size from single client projects up to collaborative projects lasting several months.

2. Analytical Skills & Creativity

- Routinely and authoritatively interprets a large volume of continually changing, complex legal and business material and its practical application in a variety of commercial settings.
- Consultancy with clients to identify and interpret legalisation for technical and non-technical reports.
- Ability to balance longer term objectives and deliver against shorter term deadlines with variable notice periods.

3. Management of Activities

- Delivery against financial and technical targets.
- Manage several projects, possibly including those involving more than one department (also external suppliers of contract work).
- Follow appropriate business management procedures in all aspects of work.

4. Management of People

Regulatory Affairs Lead - Regulatory Affairs Manager – **JOB HOLDER**

Provides professional support and mentoring to less experienced colleagues as necessary.

5. Management of Finance & Resources

- Project spend accountability.
- Competent in managing resources to deliver against agreed project outputs.

6. Autonomy & Accountability

- Working primarily under the supervision of the line manager but with autonomy for decisions made on the authoritative interpretation and provision of advice on food law.
- Provides professional guidance to colleagues on these issues.
- Has specialist knowledge and would advise others (both internal and external).
- Ability to work on own initiative and take responsibility for own projects (costs and technical).
- Responsible for implementation and management of corporate activities and legal requirements.

7. Working Environment

Location flexible within the UK.

8. Other designated job roles (Please tick those applicable)

Event Director

DSE User Yes

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date