

Name:

Department (and Section where appropriate): Regulatory Affairs –UK/EU Harmonised Team

Grade: G3

Job Title: Food Law Adviser

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

Job Purpose

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 maintain and extend a high level of awareness of current food legislation, related issues and likely developments. (20%)
2. To answer questions from members, other clients and colleagues on the content, application and interpretation of the above. (25%)
3. To direct a scheduled Campden BRI legislation course. (5-10%)
4. To develop and contribute to RA publications and events. (10-20%)
5. To initiate new business and deliver contract services on time and within budget. (10-20%)
6. To contribute to the development and delivery of research projects. (10%)
7. To recommend and implement change in services, products and systems. (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%)

Knowledge, Skills & Experience

- Graduate level qualification(s) in science, law or related subjects.
- Excellent attention to detail, experience in interrogation and interpretation of regulatory and technical documents;
- Typically, a minimum of 2-3 years knowledge of food law acquired in a commercial, enforcement, consultancy or policy setting;
- Food industry experience gained from a technical role with understanding of the Regulatory environment;
- Well-developed communication skills – upwards, downwards and outwards, training delivery and presentation skills would be an advantage.

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.
- Regularly lectures to and trains specialist staff in food law.
- Briefs sector and subject experts, notably at Member Interest Group meetings and seminars.
- To create, maintain and enhance effective working relationships.

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.

3. Management of Activities

Coordinates the provision of a food legislation support and involved with a proportion of the department's activities.

4. Management of People

UK/EU Harmonised Regulatory Affairs Manager - **Job Holder**

Not applicable but provides professional leadership and mentoring to less experienced colleagues when in post.

5. Management of Finance & Resources

- Responsibility for income generation and/or cost control on projects managed and generated from enquires and label reviews. Income generation up to approx. £5k.
- As the role progresses, quotes and proposals for contract training will be expected.

6. Autonomy & Accountability

- Accountable for autonomous decisions made on the authoritative interpretation and provision of advice on food law.
- Provides professional guidance to colleagues on these issues.
- Receives limited supervision.
- Initiates new business.
- Helps clients avoid costly commercial errors and/or reputational damage.

7. Working Environment

Primarily Chipping Campden based, but requirement for some travel

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

Event Director

DSE User**Manual Handler****Signed & Dated**

Job Holder Date

Line Manager Date