

Name:

Department (and Section where appropriate): Regulatory Affairs

Grade: G3

Job Title: Food Law Advisor

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

Job Purpose

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

Food Law Advisors 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, in international food legislation. (15%)
2. To answer questions from members, other clients and colleagues on the content, application and interpretation of the above. (15%)
3. To develop and contribute to RA publications and events. (30-40%)
4. To initiate new business and deliver contract services on time and within budget. (10-15%)
5. To contribute to the development and delivery of research projects. (10%)
6. To recommend and implement change in services, products and systems. (1-5%)
7. To develop self to enhance performance and professionalism. (10%)
8. To undertake such other duties as may, from time to time, reasonably be required by the Regulatory Affairs Manager (5%)
9. To create, maintain and enhance effective working relationships.

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 a foreign language (preferably German or one of the Slavic languages).

Ability to read and interpret food law in non-English speaking countries.

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 panel meetings and seminars.

<p><u>2. Analytical Skills & Creativity</u></p> <p>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.</p>
<p><u>3. Management of Activities</u></p> <p>Coordinates the provision of a major area of the department's activities.</p>
<p><u>4. Management of People</u></p> <p style="text-align: center;">Head of Regulatory Affairs - International Regulatory Affairs Manager – JOB HOLDER</p> <p>Not applicable but provides professional support and mentoring to less experienced colleagues when in post.</p>
<p><u>5. Management of Finance & Resources</u></p> <p>Responsibility for income generation and/or cost control in their coordination area.</p>
<p><u>6. Autonomy & Accountability</u></p> <p>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 on request. Initiates new business. Helps clients avoid costly commercial errors and/or reputational damage.</p>
<p><u>7. Working Environment</u></p> <p>Primarily based at our Nutfield site, Surrey, but requirement for occasional travel</p>
<p><u>8. Other designated job roles</u> (Please tick those applicable)</p> <p>Event Director</p>

DSE User Yes

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date