

**Name:**

**Department (and Section where appropriate):** Regulatory Affairs

**Grade:** G4

**Job Title:** International Regulatory Affairs Manager

**Immediate Line Manager (Job Title):** Head of Regulatory Affairs

**Job Purpose**

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

Our team 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.

Reporting to the Head of the Regulatory Affairs Department, this role will be responsible for growing our service around international regulatory affairs, developing and growing the business and building a team to deliver the work.

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

1. To initiate new business and coordinate the business development activity for the Department (30%)
2. To deliver internal and external contract services on time and within budget. (20%)
3. To lead and manage staff to effectively deliver services (20%)
4. To maintain and extend a high level of awareness of current food legislation, related issues and likely developments. (10%)
5. To answer questions from members, other clients and colleagues on the content, application and interpretation of the above. (10%)
6. To participate in delivering scheduled Campden BRI legislation courses. (5%)
7. To develop and contribute to publications and events. (5%)
8. To recommend and implement change in services, products and systems.
9. To develop self to enhance performance and professionalism.
10. To undertake such other duties as, from time to time, reasonably may be required by the Head of Regulatory Affairs.
11. To create, maintain and enhance effective working relationships.

**Knowledge, Skills & Experience**

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

An extensive knowledge of food law acquired in a commercial, enforcement or policy setting over at least 5 years and significant practical experience in delivering projects in this area.

Language skills and the ability to read and interpret food law in non-English speaking countries. Fluency in additional language highly desirable but not essential

Well-developed communication skills – upwards, downwards and outwards

Proven and substantial track record in managing a team

Track record of project management

**KEY TASKS & RESPONSIBILITIES****1. Communications**

Clearly explains (written and verbal) complex legal provisions, concepts and developments with a high level of attention to detail and accuracy and able to communicate this to the team.

Provides extensive, individually-tailored written and verbal information and advice, especially in the international food law area.

Briefs clients on project work, keeping them informed as project work progresses

Briefs sector and subject experts, notably at Member Interest Group meetings, seminars, member visits and external committees.

Regularly lectures to and trains specialist staff in food law

**2. Analytical Skills & Creativity**

Authoritatively and objectively interprets a large volume of continually-changing, complex legal and business material and advises on its practical application in a variety of commercial settings. This includes:

- Establishing 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 in order to synthesise this material into coherent findings, free of errors, ambiguity or inconsistency
- Developing these findings into comprehensible and practicable propositions that solve clients' problems in an effective and creative way

**3. Management of Activities**

Responsible for assisting the HOD in growing the international services in the RA department for Campden BRI, leading a team and ensuring that projects are delivered to time and budget.

Responsible for coordinating the business development strategy in the RA Department supporting the HOD and other managers in developing and implementing a strategy to deliver growth in income as defined in the RA budget.

**4. Management of People**

HOD – International Regulatory Affairs Manager – Food Law Advisors

The job holder will be responsible for a team of international food law advisors; 3-5 direct reports.

**5. Management of Finance & Resources**

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

**6. Autonomy & Accountability**

The role holder will be expected to work with a high level of autonomy.

They will need to take and communicates autonomous decisions on the authoritative interpretation of regulations and the provision of specification services.

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 extensive professional guidance and mentoring to less experienced colleagues in this area.

Receives line management guidance/agreement from the Head of Department on request.

Initiates new business for the section's products and services.

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 the Chipping Campden site. Travel to visit clients is also required.

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

- Quality Co-ordinator
- Safety Co-ordinator
- First Aider
- First Aid Leader
- Fire Officer
- Fire Leader
- Software Co-ordinator
- Trained internal Auditor
- Equipment Officer
- Departmental Archivist
- Hygiene Manager
- Process Hall Manager
- Event Director
- Risk Assessor
- Biological Safety Officer
- Safety Representative
- Safety Committee Member
- Sample Receipt Steward
- Authorised Driver (in line with Car Policy) ✓

**DSE User**

**Manual Handler**

**Signed & Dated**

Job Holder ..... Date .....

Line Manager ..... Date .....