

Name:

Department (and Section where appropriate): Regulatory Affairs

Grade: G4

Job Title: Principal Food Law Adviser – Alcohol Specialist

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 our clients and internal teams consistently and efficiently meet complex, demanding and evolving legal requirements in Regulatory Affairs, with respect to this specific role strong emphasis on alcoholic beverages.

The job holder is responsible for responding to client enquiries and the initiation and management of high value food law related consultancy projects, with a strong 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.

Mentoring less experienced members of staff will be part of the role.

Main Duties (including % of time spent)

- **Regulatory consultancy 60%:** responding to client enquiries and the initiation and management of high value projects; providing expert regulatory advice on complex food law issues, establishing an active food law network for discussion of current and upcoming topics both internally and externally, developing and maintaining in-depth knowledge of relevant existing and forthcoming food regulations, with strong emphasis on brewing and alcoholic beverages, and likely developments communicating these effectively to support business and clients alike.
- **Business development 30%:** identifying business opportunities and maximising commercial developments, initiating new business, assisting in development of marketing activities, proposing new regulatory 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 internal and 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 Regulatory Affairs Team 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.
- Scientific background and work experience in the brewing and/or alcoholic drinks industry.
- 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.
- Proven track record in mentoring and supporting less experienced members of staff.
- Experience of project management.
- Excellent oral, written, IT and presentation skills.
- 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

Analysing information in a structured manner and preparing coherent communication, upwards, downwards and outwards.

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.

Representing 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 RA department for Campden BRI, expert level food law consultancy, mentoring 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 Team Managers in growing the services in the Regulatory Affairs department for Campden BRI, providing expert level food law consultancy, with strong emphasis on brewing and alcoholic drinks, mentoring less experienced staff and management of larger and more complex projects

4. Management of People

HOD- International Regulatory Affairs Manager – Job Holder

Extensive mentoring support for the team on a day to day basis.

5. Management of Finance & Resources

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

Responsible, on behalf of the department 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.

6. Autonomy & Accountability

The role holder is expected to work with a high level of autonomy. They will need to take and communicate autonomous decisions on the authoritative interpretation of regulations, with strong 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 extensive professional guidance and mentoring 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