

Name:

Department (and Section where appropriate): Regulatory Affairs

Grade: G4

Job Title: Regulatory Affairs Team Manager – UK, EU (Primary markets: UK, EU, Ireland, Codex Alimentarius)

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

Job Purpose

Reporting to the Head of the Regulatory Affairs Department, the Regulatory Affairs Team Manager is primarily responsible for developing, supporting, coaching, motivating and growing the team of regulatory advisers, expanding portfolio of services and improving procedures and working practices whilst ensuring a high level of service is delivered to all clients.

Main Duties (including % of time spent)

- **Team management 40%:** developing and growing the team of regulatory advisers; ensuring staff availability to cope with workload and effectively deliver the services; conducting one-to-one and appraisal meetings; establishing goals and key performance indicators; being responsible for performance management, setting up training, development plans and objectives.
- **Client interface 30%:** supporting the establishment, development and implementation of departmental strategy and goals; ensuring that agreed financial budget targets are being met or exceeded; 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.
- **Process management 15%:** establishing, managing and developing processes and applying control in the form of improvement and root cause analysis; supporting the development of quality assurance, customer service and internal protocols; implementing, reviewing and optimising of internal and client processes.
- **Regulatory consultancy 15%:**
 1. delivering global regulatory services ('ad-hoc' projects and queries, labelling services, trainings, seminars, legislation alerts and guides, horizon scanning) on time and within budget;
 2. project management; answering questions from members, other clients and colleagues on the content, application and interpretation of the food legislation;
 3. representing company at events, conferences, meetings, forums; maintaining and extending a high level of awareness of current food legislation, related issues and likely developments.
- **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 Head of Department

(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
- 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. Good understanding of the food industry.
- Strong team management skills – ability to motivate and coach
- Track record of larger scale project management and securing significant revenue
- Strong leadership, problem solving
- Proven IT skills.
- Excellent presenting skills. Fluency in additional language beneficial, 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 working with tight deadlines.

- A friendly, can-do, flexible and enthusiastic attitude with a strong desire to make the role, team and the business succeed.

KEY TASKS & RESPONSIBILITIES

1. Communications

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

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

4. Management of People

HOD- Job Holder- Direct Reports

The job holder will be responsible for a team of regulatory affairs advisers

5. Management of Finance & Resources

Responsible, on behalf of the department for: the cost-effective delivery of global 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. Ensures that agreed financial budget targets are being met or exceeded.

6. Autonomy & Accountability

The role holder is expected to work with a high level of autonomy and is responsible and accountable for team management, budget, client services and work procedures.

Initiates new business for the global regulatory services.

Helps clients avoid costly commercial errors and/or reputational damage.

7. Working Environment

Based at the Chipping Campden site, but with the requirement for occasional travel to the Nutfield site.

Travel to visit clients is also required.

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

Authorised Driver (in line with Car Policy)

DSE User

Manual Handler

Signed & Dated

Job Holder

Date

Line Manager

Date