

**Name:**

**Department (and Section where appropriate): Consulting Technology**

**Grade: G4**

**Job Title: Regulatory Project Manager**

**Immediate Line Manager (Job Title): Teresa Pais - Global Regulatory Affairs Lead**

#### **Job Purpose**

- Providing support to the Regulatory Affairs team, liaising across all business units, clients, and external partners, ensuring key regulatory affairs projects are managed in a timely and accurate fashion to the highest possible standard. The role will primarily focus on multi-country projects and enquiries. Help the team coordinate horizon scanning projects and publications, through a define resourcing planning schedule.

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

- Regulatory project management: Defining the scope, objectives, responsibilities, and project constraints/risks. Defining work plans, costs and efforts, schedules, quality management, improvements, and business development activities. Steering and proofreading multi-country projects and ensuring corrective actions are undertaken, if applicable. Delivering key tasks against agreed with timelines and KPI's. Suggesting new services to develop and promote portfolio of regulatory affairs projects, initiating new business and delivering contract services on time and within budget. Work closely with clients to define their requirements and translate this into work programmes for delivery. (80%)
- Knowledge management: coordinating the collation, maintenance and dissemination, from appropriate sources, of the relevant legislation, guidelines and opinions necessary for delivery of projects and other services; maintain and extend a high level of awareness of current food legislation, related issues and likely developments, in food legislation across different markets; answer questions from members, other clients and colleagues on the content, application and interpretation of the above; support and contribute to Regulatory publications and training events. Providing support and coaching for Regulatory Advisors (10%)
- Quality management: defining quality management and quality assurance activities and ensuring their effective implementation (10%)

To undertake such other duties as may, from time to time, reasonably be required by the Regulatory Affairs Lead.

#### **Knowledge, Skills & Experience**

- Min. 5 years' experience in a food regulatory affairs role, or in a related field
- Expert knowledge of international legislation. Good understanding of food law from a range of different countries
- MSc or higher degree in Food Law/Regulatory Affairs or Food Science
- Successful large, multi-country project management record
- Fluency in English with excellent oral, written, IT and presentation skills. Fluency in additional language highly desirable but not essential
- Self-disciplined and able to work on their own and as part of a team
- Proactive, positive, enthusiastic – demonstrating a “can do” attitude
- Analytical, structured thinker with attention to detail but able to communicate complex issues in a concise, understandable manner
- Quality-focussed individual with a drive for seeking out and developing continuous improvement opportunities.

<p><b><u>KEY TASKS &amp; RESPONSIBILITIES</u></b></p>
<p><b><u>1. Communications</u></b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication with clients, external partners, and colleagues, to include presentation of services to clients to support business development.</li> <li>• Maintain good verbal communication with project team concerning the conduct and progress of work and alerting them at the earliest opportunity of any perceived or potential problems</li> <li>• Clearly explains complex legal provisions, concepts, and developments</li> <li>• Provides extensive, individually tailored written and verbal information and advice</li> <li>• Regularly lectures to and trains specialist staff in food law</li> </ul>
<p><b><u>2. Analytical Skills &amp; Creativity</u></b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Ability to assimilate multiple information streams and opinions to make sound decisions/recommendations and offer a structured approach to problem solving</li> <li>• Plan and implement large project plans to include utilising the team for delivery.</li> </ul>
<p><b><u>3. Management of Activities</u></b></p> <ul style="list-style-type: none"> <li>• Organise workload to ensure timely fulfilment of assigned tasks and delivery of outputs within the time period specified</li> <li>• Maintain communication with line manager concerning the conduct and progress of work and alerting them at the earliest opportunity of any perceived or potential problems</li> <li>• Flexible approach to working patterns</li> <li>• Coordinates the provision of a major area of the team activities.</li> </ul>
<p><b><u>4. Management of People</u></b></p> <p style="text-align: center;">Associate Director Consulting Technology - Regulatory Affairs Lead - <b>Job Holder</b></p> <p>No direct reports but will need to coordinate the activity of others on projects and enquiries</p>
<p><b><u>5. Management of Finance &amp; Resources</u></b></p> <ul style="list-style-type: none"> <li>• Financially astute and able to cost up projects with appropriate budgets and margins</li> </ul>
<p><b><u>6. Autonomy &amp; Accountability</u></b></p> <ul style="list-style-type: none"> <li>• Take full accountability for decisions made by self and others/team members, strictly following the respective procedures for the section.</li> <li>• Understand the potential impact of errors on client's business and companies/team reputation</li> </ul>
<p><b><u>7. Working Environment</u></b></p> <p>Home based contracted to our Chipping Campden site but requirement for occasional travel between sites and to client facilities as required.</p>
<p><b><u>8. Other designated job roles</u></b> (Please tick those applicable)</p>

**DSE User**

**Manual Handler**

**Signed & Dated**

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

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