

Campden BRI (Chipping Campden) Limited

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Campden BRI (Nutfield)

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Job Profile
Regulatory Project Manager
Regulatory Affairs – Consulting Technology
Based in Chipping Campden

For enquiries concerning this job, please contact:

Human Resources Department
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Chipping Campden
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Campden BRI provides scientific, technical, and legislative support to the food, drinks, and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise, and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time-to-time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department

Our Regulatory Affairs team is widely recognised for its expertise in the interpretation and commercial application of International and UK food law. Its reputation has grown steadily over the past decade, notably as a result of successful innovative high-profile work for the public, private and third sectors. The challenge for the team is to continue to grow, innovate and improve our regulatory services, driven by our strong team of expert staff and continuing investment from the business.

This is a new role providing support to the Regulatory Affairs team, liaising across divisions, 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 multicounty projects and enquiries, starting with content management of beer labelling database.

Duties and responsibilities:

- 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. Work closely with clients to define their requirements and translate this into work programmes for delivery. (80%)
- Quality management: defining quality management and quality assurance activities and ensuring their effective implementation (10%)
- 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. Providing support and coaching for Regulatory Advisors (10%)

Qualifications and competencies

Key skills

- 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.

Pay and benefits

Salary:	Guide £38,000 - £45,000pa depending on experience
Grade:	G4
Holidays:	25 days, plus public holidays, and a holiday exchange scheme
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a permanent health scheme if you are unable to continue work for health reasons, and a death in service scheme
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk