

**Campden BRI (Chipping Campden) Limited**

Station Road Chipping Campden Gloucestershire GL55 6LD UK

Tel: +44 (0)1386 842000 Fax: +44 (0)1386 842100 Web: [www.campdenbri.co.uk](http://www.campdenbri.co.uk)

**Campden BRI (Nutfield)**

Centenary Hall Coopers Hill Road Nutfield Surrey RH1 4HY UK

Tel: +44(0)1737 822272 Fax: +44(0)1737 822747 Web: [www.campdenbri.co.uk](http://www.campdenbri.co.uk)

## Job Profile

### Regulatory Affairs Team Manager

#### Regulatory Affairs Based in Nutfield, Surrey or remote home working

For enquiries concerning this job, please contact:

Karen Hyslop  
Human Resources Department  
Campden BRI  
Station Road  
Chipping Campden  
Gloucestershire  
GL55 6LD

Telephone: +44(0)1386 842124  
Email address: [karen.hyslop@campdenbri.co.uk](mailto:karen.hyslop@campdenbri.co.uk)  
Web site address: <http://www.campdenbri.co.uk>

---

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 Nutfield site but could require from time to time travel to other Group sites. The site in Chipping Campden employs 350 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.

### **Team**

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.

### **Overall purpose of position;**

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

### **Duties and responsibilities:**

- **Team management:** developing and growing the team of regulatory advisers.
- **Client interface:** supporting the establishment, development and implementation of the strategy and goals of the Regulatory team and wider business; 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.
- **Regulatory consultancy:** delivering global regulatory services ('ad-hoc' projects and queries, labelling services, trainings, seminars, legislation alerts and guides, horizon scanning) on time and within budget; project management; representing company at events, conferences, meetings, forums.
- **Process management:** 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.

**Qualifications and competencies**

- Graduate level qualification(s) in science, law or related subjects
- Experience of legislation in Spain, Portugal and/or Latin America, including language skills
- 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.

**Language skills** – Spain, Portugal and / or Latin America

**Pay and benefits**

<b>Salary:</b>	Guide £ 35k pa to £45k pa depending upon experience
<b>Grade:</b>	G4
<b>Holidays:</b>	25 days plus public holidays and a buying/selling holiday scheme.
<b>Pension scheme:</b>	Campden BRI operates a pension scheme
<b>Training:</b>	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
<b>Health:</b>	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
<b>Others:</b>	Other benefits include parking on site.

**Further Information**

If further information is required, please visit our website [www.campdenbri.co.uk](http://www.campdenbri.co.uk)