

JOB DESCRIPTION

Job Title: Technical and Regulatory Executive

Reports to (Job Title): Head of Food Integrity and Policy

Team: Regulation, Science and Sustainability

Job Purpose

- Development and pursuit of industry policy in line with the Food Safety and Scientific Steering Group Objectives and Work Programme.
- Provision of secretariat support in respect of assigned technical committees and working groups.
- Provision of advice to members on scientific, technological and regulatory developments in respect of relevant aspects of food safety.

Principal Accountabilities

- Monitoring scientific, technical and regulatory developments, including the study and analysis of relevant UK Government, EU, Codex Alimentarius and other policies and proposals as they relate to the food and drink industry.
- Undertaking industry consultations, including data collation and analysis, and providing information and advice to FDF members, sector associations and groups and where appropriate other trade associations, and individual companies.
- Assisting with the representation of FDF's policies to all appropriate external bodies, including FSA, DEFRA, HSE, PHE, BEIS, farming, retailer, food service and consumer organisations, EU institutions, FoodDrinkEurope and its members.
- Preparation and circulation of committee and secretariat papers (e.g. agendas, action lists and minutes).
- Attending and reporting on relevant FDF, FDE and external meetings and pursuing actions arising.
- Developing, reviewing and implementing policy in respect of specified areas.
- Liaising closely with colleagues across the team and within FDF to ensure adequate briefing in relation to areas of responsibility and to facilitate mutual support between horizontal and sector policy leads, in order to maintain a high quality of service to members.
- Helping to communicate policies clearly and accurately, by keeping members informed through appropriate channels and by ensuring that the relevant sections of the website are kept up-to-date.
- Working collaboratively with supply chain trade associations to ensure that policies and lobbying activities are aligned and optimised wherever possible.

- Assisting in the prevention and management of incidents, including, as required, provision of weekly RASFF report and/or responsibilities for reviewing FDF's incident management guidelines.
- Deputising for the Head of Food Integrity and Policy in his/her absence.
- Any other reasonable *ad hoc* duties that may be required.

Skills, Knowledge And Experience

- Knowledge of the food and drink industry and government bodies
- Technical expertise in food safety and regulatory issues
- Relevant experience in industry, trade association or similar organisation is desirable
- Responsible self-starter
- Strong ability to manage a diverse workload and a wide range of issues
- Good ability to sustain a range of working relationships
- Good written and oral communication skills
- Good administrative ability
- Ability to work as part of a team
- IT literate with experience of Word, PowerPoint and Excel.