



Job Description - QHSE / Regulatory Compliance Manager

Job Title	QHSE / Regulatory Compliance Manager
Department	Regulatory Department
Reporting to	Personal Assistant to the Director
Responsible for	N/A
Location	Standish Site
Hours of Work	8am – 4pm Monday to Friday
Contract	Permanent [6 Month probation period]

Job purpose The main purpose of the Regulatory Affairs department is to ensure regulatory compliance and obtain and maintain worldwide product registrations. This role also includes any other aspects of compliance within the current systems, which need to be addressed in a timely and professional manner and in a way that reflects well on the professionalism of the company. Any other reasonable task requested by the Directors would also be included in the responsibilities.

- Responsibilities**
- Facilitate worldwide product registrations by compiling submissions for regulatory bodies (including compliance with REACH legislation)
 - Provide support and advice to R&D and commercial activities concerning regulatory requirements
 - Develop, maintain and improve the regulatory affairs and REACH database for internal use
 - Affiliate of a number of Associations to keep abreast of relevant regulations within Europe
 - Liaise with all departments and project teams to co-ordinate timely applications for approval of products
 - Continuously liaise with worldwide regulatory authorities in the progression of regulatory projects
 - Maintain information on worldwide regulatory requirements and the status of product registration
 - Provide support and advice to colleagues concerning regulatory requirements
 - Produce and maintain SDS programme
 - Interpret and communicate regulatory issues that will impact products and business strategies



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Skills / Knowledge / Experience	Essential	Desirable
Minimum of a degree level qualification in relevant discipline	X	
Minimum of 3 years chemical regulatory experience	X	
Excellent verbal and written communication skills	X	
Strong interest in regulatory and quality compliance	X	
Ability to work independently and as part of a team	X	
Able to multitask and be self-driven	X	
Positive outlook and clear focus	X	
Good data management skills and strong attention to detail	X	
Proficient in Word, Excel, Outlook, and PowerPoint	X	
Knowledge and awareness of the relevant regulatory guidelines and legislation	X	
Ability to overcome obstacles and achieve key outcomes		X