

JOB DESCRIPTION

Job title
Senior Regulatory Affairs Consultant
Name of person or job role reporting to
Head of Regulatory Affairs
Responsibilities
<p>As senior consultant, provide key expertise within regulatory affairs of pesticides and biocides under the Plant Protection Products and Biocidal Products Regulation. Key responsibilities include:</p> <ul style="list-style-type: none"> • Preparing and compiling registration dossiers • Data gap analysis and advice on testing strategies • Building strong relationships with clients and regulatory authorities • Providing regulatory support and advice to ensure regulatory compliance is met. <p>The ability to 'think outside the box' and deliver innovative and technically sound solutions to the complex regulatory and risk assessment issues is encouraged in the role.</p> <p>You are expected to have a proven track record in regulatory affairs for pesticide and industrial chemicals, managing regulatory projects, and working as part of a multidisciplinary workforce of technical and regulatory specialists to deliver projects for clients.</p> <p>As a senior team member, you are also expected to demonstrate leadership within the Regulatory Affairs team, driving projects forward, supporting the Head of Regulatory Affairs, and providing training, advice, and mentorship to junior team members.</p> <p><u>Main duties and responsibilities</u></p> <p><u>Consultancy work:</u></p> <ul style="list-style-type: none"> • Lead, and be responsible for, the delivery of projects in accordance with both technical standards and commercial agreements. • Lead consultant for the areas of physical/chemical properties/analytical methods and method validation • To support the successful and full execution of regulatory and technical tasks for commercial projects. Examples of activities to be covered include: <ul style="list-style-type: none"> - Providing clients with regulatory advice, including guidance on substance and product registrations strategies - Review active substance and product phys-chem data packages against regulatory data requirements and provide advice on strategies for filling identified data gaps - Assess method validation data following applicable guidance for analysis of technical active substances and formulations, residues in crop and

- environmental matrices
- Facilitating communication with Competent Authorities on behalf of clients
- Preparing technical reports and regulatory registration dossiers (e.g. draft Registration Reports (dRRs), Products Assessment Reports (PAR), technical equivalence dossiers and IUCLID dossiers) in compliance with UK/EU guidance and regulatory requirements
- Performing technical work for client projects including preparation of dossiers, data gap analysis, data review and interpretation, substance / mixture hazard classification and label reviews, in accordance with regulatory requirements and associated guidance
- Writing scientific justifications and explanations to support waiving of regulatory data requirements and substantiate claims for safe product use
- Commissioning, monitoring, coordinating, and interpreting experimental studies with external Contract Research Organisations as required by Enviresearch's clients

Project management:

- To prepare tenders and project proposals for clients, detailing the project scope, costings, and timelines as allocated by Head of Regulatory Affairs
- Oversee the management and coordination of commissioned projects as assigned by Head of Regulatory Affairs
- To assist in the creation of templates and systems to support delivery of projects on time and to scope

Develop and enhance expertise:

- Provide mentorship to junior staff plus advice and training to co-workers within the area of pesticides and biocides

Business development and marketing:

- To support senior management with planning and execution of business development activities for growth of the business
- Participating in client meetings and assisting with the onboarding of new clients
- Promote regulatory services at relevant opportunities with technical contacts in the industry with the aim of converting these to business opportunities where relevant
- To contribute to the planning and execution of marketing/promotional activities including preparing marketing materials, e.g. newsletters, articles, thought leadership pieces and white papers, brochures relating to the PPPR and BPR
- Representation of Enviresearch at scientific and regulatory conferences (for example, through delivering presentations, organising/chairing conference sessions, and staffing exhibition stands for marketing purposes) and proactively networking
- To ensure maximum flexibility and to reflect the Company's evolving needs, you may be asked to perform additional tasks that may be reasonably expected within your level of capability without additional remuneration

Qualifications/Experience

- PhD or MSc. degree in Chemistry or a relevant subject
- Knowledge and understanding of regulatory affairs, with relevant years' demonstrable



experience as a regulatory specialist in industry or consultancy

- Friendly and helpful attitude to client service and support
- Pro-active with ability to take initiative
- Strong verbal and written communication skills
- Strong organisational skills
- Strong problem solving and analytical skills
- Diligent and self-motivated

I hereby agree that I have read and understood the job description.

Signed

Date

Name