

Vacancy – Scientific & Regulatory Affairs Manager (Full time)

Potato Processors Association Ltd – Scientific & Regulatory Affairs Manager.

The Potato Processors' Association (PPA) is the trade association for UK manufacturers of frozen and chilled chips and potato products, potato crisps, potato-based snack products and dehydrated potatoes.

PPA incorporates the Frozen and Chilled Potato Processors' Association (FCPPA) and the Snack, Nut and Crisp Manufacturers' Association (SNACMA). Our membership includes the leading UK manufacturers in these sectors.

We are looking to recruit an experienced and motivated Scientific & Regulatory Affairs Manager, to help maintain the existing high quality of service for PPA members and in particular to help enhance the association's profile with key stakeholders.

The role

The job holder will be part of a small UK based team, working closely with representatives from PPA member companies and with colleagues in allied UK and European organisations, monitoring policy and regulatory developments on issues relevant to the sector.

The job holder will be required to acquire, analyse, and disseminate relevant information to PPA members, co-ordinate the development of PPA positions and represent PPA interests in relevant fora as appropriate.

The candidate must be self-motivated and capable of working on her/his own initiative whilst maintaining and promoting excellent relations with all PPA members.

The job holder will report directly to the Director General.

Key tasks

- Monitoring, analysing, and managing sector-relevant UK and EU political and regulatory issues, e.g. labelling, contaminants, claims, official controls, additives, etc.
- Engaging with members on these issues through regular circulars, a monthly members-only newsletter, and by providing secretarial support to relevant PPA Working Groups (including preparing and facilitating meetings).
- Working with members to develop sector positions and advocacy strategies including preparing responses to consultations, position papers, guidance documents, technical briefings, etc.
- Representing sector interests to UK (and EU) institutions, relevant industry associations and at public forums/platforms.
- Developing and maintaining a network of relevant contacts and establishing effective working relationships with key stakeholders, decision makers, and opinion formers within UK (and EU) institutions and other key organisations including for example Food

and Drink Federation (FDF), British Retail Consortium (BRC), European Snack Association (ESA), the European Potato Processors' Association (EUPPA), AHDB Potatoes, NFU, Defra, Cabinet Office, FSA, FSS, and research bodies that provide inputs into UK agriculture.

- Through our daily media monitoring service, highlighting important potato and snack-related stories, and reporting back on key industry issues of the day. Where articles misrepresent our products, to provide journalists with the relevant facts and provides a rebuttal service where necessary.

Key skills required

The role requires a wide range of skills from data and information acquisition and analysis, to the dissemination of pertinent messages to different audiences.

Candidates must be able to demonstrate a successful track record incorporating the following key elements:

- A university degree in food science or a related technology, ideally with a minimum of 3-5 years proven and relevant experience within the food industry and/or in a related trade association.
- Ability to transform complex technical/scientific data into clear and concise communications and be able to adjust language and style to suit specific target audiences.
- Ability to multitask and manage different priorities/deadlines when working independently, with strong attention to detail.
- Strong inter-personal, external networking, negotiation, and persuasion skills.
- Pro-active, flexible, curious, fast-learning, and willing to improve continuously.
- Excellent working knowledge of the UK and EU institutions and legislative processes.
- Excellent oral and written English is essential. Fluency in other European languages would be an asset.
- IT literate in Microsoft Word, Excel, PowerPoint, etc.
- Willing to travel as required.

This is a full-time position, with an attractive remuneration package. The position will start in early January 2021.

How To Apply

Please send your application to PPA's Director General Andrew Curtis (andrew@ppauk.org) with "Scientific & Regulatory Affairs Manager" in the subject line.

Your application should include the following documents (with your name as the title):

- A short cover letter. The letter (maximum two pages) should outline your suitability and motivation for the post. It should explicitly reference how your profile matches the job requirements described above.

- Please also include with your application the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide a reference in case you are short-listed for interview.
- A detailed curriculum vitae.

Application deadline: 23 November 2020 12.00 PM (GMT).

The first round of interviews is expected to take place in the week of 30 November 2020 via video conference.

Please note that only shortlisted candidates will be contacted.

Further Information

Further information on PPA and its membership can be found on the PPA website: www.ppauk.org and on the SNACMA website at www.snacma.org.uk.