

## Job description

### Head of Food Regulation and Networks

Reports to:	Director of Evidence and Policy
Based at:	Coeliac UK Head Office, High Wycombe, UK with consideration for a proportion of time working from home, in agreement with the line manager
Salary grade table:	Specialist (SP3)
Holiday	28 days
Line management:	None
The role:	To provide the charity with knowledge of food legislation, standards, best practice guidance and develop and secure the required external networks to deliver the charity's strategic objectives.

### Key responsibilities

- Carry out the appropriate intelligence gathering and horizon scanning to deliver on strategic aims and charitable objectives e.g. at this time, 'Gluten free food everywhere'.
- Collaborate with the charity's commercial team to determine strategic objectives and priorities associated with the charity's food safety schemes.
- Provide external consultancy in support of the charity's food safety schemes.
- Identify gaps in the current evidence base required to underpin the charity's work with the food sector and look to bridge those gaps (in collaboration with the Research Manager/Officer)
- In collaboration with the Head of Food Policy respond to relevant consultations, on behalf of the charity, that may impact the charity and or the coeliac community in relation to food and the gluten free diet.
- Support the Head of Food Policy with the development and review of Coeliac UK standards and policy positions in relation to food information and legislation and ensure compliance with external standards.
- Support the Head of Advocacy by providing technical insights and experience of the food sector including manufacturing, eating out, legislation and standards.
- Develop and expand external relationships within the food sector, nationally and internationally.
- Represent the charity by speaking at conferences and exhibitions
- Produce and contribute to articles for peer review and consumer press, as required
- Have a continuing plan for personal development

## **Knowledge, skills and experience**

- Extensive experience gained within the food industry
- Graduate in a food/nutrition related discipline
- Excellent knowledge of food legislation, standards and best practice at a national and international level.
- Understanding of scientific evidence base and research and ability to critically review scientific literature
- Understands stakeholder needs and identifies solutions
- Ability to take complex information and communicate it clearly and succinctly to a lay audience and/or to the food industry
- Motivated, cooperative team player with practical, positive, 'can do' attitude incorporating a flexible approach
- Attention to detail
- Able to work to deadlines and prioritise tasks
- Self-motivated and able to work without close supervision
- Keen to help with and work on a variety of projects
- Excellent communication, inter-personal and writing skills
- Good IT skills - MS Excel, MS Word, MS Outlook
- CRM and website content management experience preferable

## Competencies

<b>1: General profile</b>
Monitors, co-ordinates and supervises the daily activities of staff in an assigned work area in similar or related disciplines
Experienced. Fully competent in own area. Shares own expertise with others; provides guidance and support to others
Resolves problems through immediate actions or short-term planning and sets priorities to ensure task completion
Maintains orderly work processes by co-ordinating work flow and work quality. Adheres to established practices and procedures in work area
Builds an environment that supports cooperation and cohesiveness among the direct work team and within other areas in the organisation
<b>2: Technical expertise; building &amp; maintaining</b>
Demonstrates depth/breadth of knowledge/skills in own area; may be acquiring knowledge of other disciplines/areas
<b>2: Technical expertise; applying &amp; anticipating</b>
Applies knowledge/skill through handling complex problems and/or managing work which may extend beyond own area of expertise; shares expertise with teams and other work groups
<b>3: Client/organisation orientation; client response</b>
Understands client needs and identifies solutions to non-standard tasks/queries; actively seeks and closes opportunities
<b>3: Client/organisation orientation; organisation understanding</b>
Decisions impact primarily on own work group/team; may have an impact on department objectives
<b>3: Client/organisation orientation client response; costs</b>
Manages departmental costs
<b>4: Creating &amp; delivering solutions; problem solving</b>
Resolves problems through immediate actions or short-term planning and sets priorities to ensure task completion
<b>4: Creating &amp; delivering solutions; planning &amp; organising</b>
Maintains orderly work processes by co-ordinating work flow and work quality. Adheres to established practices and procedures in work area
<b>5: Working relationship; communicating, negotiating &amp; influencing</b>
Builds an environment that supports cooperation and cohesiveness among the work team and with other areas within the organisation
<b>5: Working relationship; teamwork, coaching &amp; guiding</b>
Oversees the day-to-day activities of work group/team; accountable for work group/team results
<b>5: Working relationship; networking</b>
Creates extensive networks internally and externally

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the needs of the charity.