

Research & Development

JDE

JOB DESCRIPTION R&D Scientific and Regulatory Affairs Specialist

JOB CONTEXT

The Scientific and Regulatory Affairs (SARA) specialist works within a team of specialists on scientific and regulatory topics related to coffee and tea products. The SARA specialist ensures all products and processes are compliant with the applicable regulatory requirements, company guidelines and policies.

The SARA team is spread across the globe with a central base in Europe and supports local and global project teams and technology platforms in the development of new products and processes. The different team members liaise with external bodies and associations on scientific and regulatory affairs.

Job Family	R&D
Job Sub-Family	Scientific Affairs and Regulatory Affairs team
Reports to	R&D SARA manager Asia Pacific
Direct reports	none
Organizational chart (add as attachment)	

JOB DETAILS

Grade	
Full time / part time	Fulltime
Location	Singapore
Working conditions	Willingness to travelling abroad required for meetings with and visits to other JDE sites and attendance to external meetings.

GOAL AND KEY ACCOUNTABILITIES

Ensure food legal compliance of materials, processes and products.

Monitor and anticipate on upcoming regulatory changes, communicate to relevant stakeholders and support up to date company position papers

Assess scientific and regulatory opportunities to support growth.

Coordinate, develop and approve product declarations including nutrition profiling and claims.

Provide regulatory guidance and scientific support to R&D and Marketing.

Maintain and improve Specification Management System

Responsibilities / Key activities

- Regularly prepares, approves and issues labelling specifications to meet business needs and timelines for the local and European markets by following and using effectively JDE & SARA agreed processes and tools.

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- Conducts accurate label compliance reviews, such as proposing legal designations and acceptable claims wording, taking into account local Business requests and legal feedback. Provides legal and accurate ingredients line and nutrition data for food product labels.
- Assures implementation of correct graphic design (e.g. pictorials). Able to advise and guide team members on artwork design elements.
- Assures implementation of correct techno-legal label information and JDE standards, e.g. allergen labelling and claims
- Provides regulatory guidance on compositional requirements to R&D, e.g. checks for acceptable ingredients and their legal limits in recipes.
- Timely reviews and approves new raw materials and product specifications for regulatory compliance in both European and other countries, including checking product recipes, nutrition data and allergens information.
- Create and review product specifications based on internal specification guidelines.
- Represents JDE as an expert on local industry associations, scientific institutions and governmental bodies in collaboration with SARA team leads and/or SARA manager. Identifies, manages and stays abreast of emerging scientific issues and legislation changes.
- Interacts regularly with the other SARA team members, and in particular functional manager, on weekly deliverables.
- Interfaces with other departments like Product development, Marketing, Legal and Corporate & Governmental Affairs

REQUIRED EXPERIENCE & COMPETENCIES		
Education	Bachelor/Master in Science, Nutrition, Food Chemistry, Food Technology, Food Science	
Experience	Must have: <ul style="list-style-type: none"> - Knowledge of (EU) food legislation - Considerable understanding of nutrition science and food safety - Understanding of product development, ingredients, manufacturing and business processes. - Minimum of three years of relevant working experience - Fluent English skills both written and spoken, other languages are a plus - Excellent verbal/written communication and networking skills - Ability to manage and prioritize multiple time-constrained tasks - Resilience to perform in a fast paced environment - System acumen and IT skills - Attention to detail - Team player 	
Competency	Simplicity “Breaks down complexity and provides clear and consistent messages” Cuts through complexity and ambiguity by sound logical judgment. Balances forward thinking with immediate competing demands. Has the power to communicate the strategy in a way that is easily understood by all employees and generates enthusiasm.	<i>Level: Executive</i>
	Entrepreneurship “Running the business as an owner and a partner”	<i>Level: Executive</i>

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	<p>Thinks, acts and behaves like an owner. Conducts self with unquestionable integrity and promotes this by all employees. Has an entrepreneurial mindset and creates an environment of calculated risk-taking and experimentation.</p>	
	<p>Accountability “Taking charge and focusing others” Holds self and others accountable for business results and how they are achieved. Has an optimistic “can do” approach. Provides focus and drive to overcome obstacles and get the results we want.</p>	<p><i>Level: Executive</i></p>
	<p>Discipline “Driving operational and financial excellence” Demonstrates discipline to manage projects seamlessly. Makes logical and systematic decisions and builds an environment of continuous improvement. Is emotionally mature. Learns from mistakes and challenges others to do better.</p>	<p><i>Level: Executive</i></p>
	<p>Solidarity “Releasing the power of one” Reaches out across the organisation to drive success. Fosters a collaborative organisation and a climate where employees feel engaged. Builds trust by communicating with openness, consistency and authenticity.</p>	<p><i>Level: Executive</i></p>
	<p>Leadership “Developing people and teams” Places a premium on growing the talent pipeline. Quickly assesses talent and invests in people to build successors. Leads through empowerment. Balances emotional intelligence with intellectual ability to get the best out of people.</p>	<p><i>Level: Executive</i></p>

Please send your CV to Ms Candy Chng, Candy.Chng@JDEcoffee.com