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| **Position Title:** **Regulatory Affairs Manager, (new Brand)****Department Name: Regulatory Affairs CEE****Reports to (title): Head of Regulatory Affairs CEE** |
| **POSITION SUMMARY:** Briefly state the objective of this position.  |
| Responsible for coordination and execution of timely registration/artwork/claims clearance processes for Products in Russia. Manages communication with local and regional teams; evaluates and optimizes processes with further developing and updating regulatory SOPs. Responsible for regulatory intelligence gathering, risk impact assessment, elaboration of compliance options, alerting to management teams and further implementation for Russia. Participate in advocating activities with the purpose of business risk minimization through Trade/Business Associations delivering company aligned position on regulation’s issues. Ensures maintenance of databases with regulatory texts for local over labelling of products in Russia. Plan and support budget execution, ensuring cost-effectiveness of regulatory processes and their compliance with company policies. Participate in projects, provides regulatory consultations upon queries from regional and local teams. Provide guidance to team members in Russia including coordination of workload, objective setting and development plans. |
| **PRINCIPAL RESPONSIBILITIES:** List major responsibilities and duties of the position. Indicate percentage of time required to perform each task. Describe those quantitative aspects of the position which reflect measures that are applicable to the position’s major responsibilities or end results.  |  |
| 1. Manage on timely registration, artwork and claims clearance processes for products in Russia.
2. Ensure regulatory intelligence gathering, impact assessment and implementation for products in Russia including: monitoring technical product-focused legislation; making summary on pending or actual changes and impact risk assessment, aligned with local and regional Regulatory/Legal/appropriate business functions; alerting on impact and compliance options to Business with further implementation of the decisions.
3. Provide guidance to Russia team members including coordination of workload, objective setting and development plans.
4. Participate in advocating activities with the purpose of business risk minimization through Trade/Business Associations delivering company aligned position on regulation’s issues (drawing up position papers, amending proposals to regulatory acts, meeting with authorities).
5. Ensure maintenance of databases with regulatory texts for local over labelling of products in Russia.
6. Plan and support budget execution, ensuring cost-effectiveness of regulatory processes and their compliance with company policies.
7. Manages communication with local and regional teams; evaluates and optimizes processes with further developing and updating regulatory SOPs. Participate in projects, provides regulatory consultations upon queries from regional and local teams.
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| **DECISION-MAKING AND PROBLEM-SOLVING:**.  |
| * Possesses organizational knowledge and awareness and understand the business context in which decisions are made.
* Provides regulatory advice to local and regional cross-functional teams in respect of meeting product compliance in Russia.
* Applies understanding and ensures regulatory compliance for products, distributed in Russia
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| **RESPONSIBILITY FOR OTHERS (If applicable):** Describe the nature of supervision exercised over others by this position. Please ensure that it shows the incumbent’s name and position titles of peers, staff and supervisor. Include regular/casual full-time and part-time employees, temporaries, co-ops, consultants, etc. |
| **EDUCATION & EXPERIENCE :**  . |
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| Higher education (Bachelor/Specialist/Master degree)Relevant experience in regulatory or closely related fieldStrong knowledge of legislation in the field technical regulation for Russia / and EAEU (Euro-Asian Community) Possesses organizational knowledge and awareness and understand the business context in which decisions are made. The ability to work in a matrix environment with global and local cross-functional teams |
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