

March 2017

## JOB PROFILE

Job Title: Regulatory Affairs Advisor  
Hay Grade: H15  
Department: Regulatory Affairs

### Purpose:

- To ensure products made at the Wantage site comply with relevant global and local regulations through managing, maintaining and developing information and systems for products and raw materials.
- Provide expert assessment and timely response to product regulatory enquiries from internal and external customers.
- To act as key interface and ensuring communication with external bodies (including trade associations and governmental bodies) on regulatory matters to ensure the company is informed of the latest statutory requirements and any proposed / forthcoming changes.

### Job Content:

#### MacDermid Autotype products:

- To ensure raw materials used meet regional compliance requirements (e.g. REACH), and supporting the Sales and Marketing teams to ensure that only products with appropriate compliance are promoted and sold to market.
- To provide support to the R&D team on product development.
- To ensure creation of safety data sheets to required international / GHS standards.
- To ensure relevant products are registered on the IMDS (International Material Data System).
- To progress raw material and product compliance aspects via Product Monitor.
- To complete product declarations and registrations with authorities and customers.
- To respond to other internal and external customer queries on product regulations.
- To advise on requirements for transportation of Dangerous Goods.
- To provide regulatory support to the Raw Materials Group.
- Lead the development and renewal of efficient processes, ensuring processes are formally documented and communicated as appropriate.

#### Wantage site:

- To liaise with other MacDermid Performance Solutions regulatory specialists (especially Alpha and Fernox) to ensure changes to raw material or product classifications are communicated as required.
- To ensure information regarding amendments in working practices due to changes in classification or other supplier recommendations are communicated through the Operations and R&D teams.

**Success Factors:**

- Changes to raw material classification or handling requirements are identified and any subsequent changes to internal or external processes, procedures or documentation are completed in a timely manner.
- MacDermid Autotype products correctly classified and safety data sheets written in line with country or regional regulations around the world.
- Changes to product classifications are communicated through the supply chain (including to internal departments).
- Internal and external customer enquiries are responded to in a timely manner.

**Job Knowledge:**

- Good understanding of global product regulatory legislation, and willingness to keep up-to-date with new and amended legislation.
- Good background knowledge of MacDermid Autotype products.
- Able to communicate at all levels.
- Strong scientific background (degree level or equivalent experience).
- Previous regulatory experience within chemical industry is desirable, but not essential, including knowledge and experience of CLP, GHS and REACH.