

## Head of Regulatory Affairs

**ESTIMATED TIME HORIZON:**  
Short-term\*[Contents](#)  
[Section Top](#)**Trends impacting this role**

- Changing consumer preferences
- Food innovation
- Internationalisation

**Other considerations**

- Companies that are exploring novel foods, or foods under stringent regulations for formulation, health and safety, can consider hiring for this role
- Depending on the company's locations and regulations in other target markets, localised role(s) may be needed

**Responsibilities of the role**

The Head of Regulatory Affairs provides technical leadership and advice in developing regulatory strategies for the organisation's products in target markets. The job holder engages with external regulatory authorities or professionals and builds a deep knowledge of local and global regulatory frameworks, regulations and requirements to guide the execution of product registrations and management of product lifecycle in alignment with business objectives and market access strategies.

**Job Tasks**

- Build and maintain a deep understanding of regulations, processes, product registration, import and export laws, and develop suitable strategies to address requirements of target markets
- Identify and track country-specific regulatory requirements and complete the filing of the application materials according to product go-to-market strategy and plans
- Review the validity and completeness of the application materials, ensuring timely follow-up on the progress of submission with the regulatory authorities and responding promptly to any queries
- Provide consultation to other functions and product development teams regarding latest registration laws and regulations in support of support marketing plans, product launches, food certification, and other cross-functional activities
- Review and approve local product information, labels, communications, and claims substantiation as required by local regulations

**Technical Skills (TSC) Required**

- Continuous Process Improvement
- International Trade Legislation for Business
- New Product Introduction for Food
- Regulatory and Legal Advisory
- Regulatory Compliance
- Risk and Compliance Reporting
- Risk Management
- Stakeholder Management
- Strategy Development

**Critical Core Skills (CCS) Required**

- Adaptability
- Collaboration
- Communication
- Decision Making
- Global Perspective

\*Estimated timeline of demand for emerging job roles (Short-term: Current to 2 years | Medium-term: 2 to 5 years | Long term: Beyond 5 years)



Incumbents from the following existing roles within the Food Manufacturing can be reskilled to fulfil this emerging role.

	JOB ROLE TO BE RESKILLED AND UPSKILLED	TRANSFERRABLE SKILLS	ADDITIONAL SKILLS TO DEVELOP
1	<div>Director of Operations / Plant Manager</div> <div>Production</div>	<ul style="list-style-type: none"><li>• Continuous Process Improvement</li><li>• International Trade Legislation for Business</li><li>• New Product Introduction for Food</li><li>• Risk Management</li><li>• Stakeholder Management</li><li>• Strategy Development</li></ul>	<ul style="list-style-type: none"><li>• Regulatory and Legal Advisory</li><li>• Regulatory Compliance</li><li>• Risk and Compliance Reporting</li></ul>
2	<div>Chief Research and Development Officer</div> <div>Research &amp; Development</div>	<ul style="list-style-type: none"><li>• Continuous Process Improvement</li><li>• International Trade Legislation for Business</li><li>• New Product Introduction for Food</li><li>• Risk Management</li><li>• Stakeholder Management</li><li>• Strategy Development</li></ul>	<ul style="list-style-type: none"><li>• Regulatory and Legal Advisory</li><li>• Regulatory Compliance</li><li>• Risk and Compliance Reporting</li></ul>

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