



The European  
Pet Food Industry

Brussels, 21 December 2022

## **EU Policy & Regulatory Affairs Manager**

### **Full Time position based in Brussels**

FEDIAF, the European Pet Food Industry Federation, is the trade body representing the European pet food industry. We have members from 15 National Associations representing 18 countries and 5 direct company members. Our mission is to be the credible and responsible voice of the European pet food industry collaborating with authorities, regulators and academics for achieving favourable conditions for the supply of safe, nutritious and palatable products. FEDIAF and its members are fully committed to the wellbeing of pet animals, and to promoting responsible pet ownership.

FEDIAF is looking for an energetic EU Policy & Regulatory Affairs Manager, starting as soon as possible. You will join a passionate team of people who like to work at the crossing of technical dossiers and public affairs. We work in dynamic environment for an important and growing industry, and our members are actively involved in the association.

### **EU Policy & Regulatory Affairs Manager - Job purpose**

- Support of the Secretary General in all association matters to ensure a favourable, non-discriminatory regulatory environment for the European Pet Food industry either through legislation or voluntarily accepted rules.
- To proactively establish and maintain a good relationship with the key decision makers in the European bodies as agreed with the Secretary General.
- To proactively manage the relationship with national association to ensure a strong advocacy position.
- Representing FEDIAF to external audiences in line with the annual stakeholder engagement plan.
- To bolster FEDIAF's engagement with regulators and society on technical and scientific issues.

### **EU Policy & Regulatory Affairs Manager - Responsibilities & Accountabilities**

- Responsible for specific working groups/task forces of FEDIAF including discussion with EU decision-makers.
- Analysing, understanding and summarising complex legal-technical and scientific matters in easy-to-understand briefs and elaborating proposals for action in the areas of responsibility (the areas of responsibilities will be consistent with the relevant university degree/background).

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**FEDIAF a.i.s.b.l.**

Rue de l'Industrie 11, box 10 - B - 1000 Brussels

Email: [fediaf@fediaf.org](mailto:fediaf@fediaf.org)

- Ensure an efficient understanding of relevant legal and technical dossiers, and formulating and communicating solutions and answers with members and EU decision makers.
- Preparing meetings (agendas), attending and facilitating meetings and writing reports, keep constant update contacts with National Associations (newsletter, etc.).
- Executing decisions of the allocated working groups (three to four working groups, allocated according to degree/background) achieving defined targets and deadlines.
- Assist the Secretary General by reading, researching, and routing correspondence; drafting letters and documents; collecting and analysing information; initiating telecommunications.

### **EU Policy & Regulatory Affairs Manager - Required Skills & Qualifications**

- University degree with regulatory, legal or technical scientific background.
- Strong knowledge of European politics, institutions, and EU legislative process;
- Minimum 5 to 8 years' experience, preferably, but not exclusively, in trade associations, consultancy, corporate affairs or EU administration.
- Proactive professional with excellent organisational, communication and influencing skills, a quick-mind, attention to detail and ability to analyse.
- Able to understand complex scientific-technical dossiers and comfortable drafting reports of meetings, coordinating policy positions, interacting with senior company executives and regulators and policy makers.
- Comfortable working independently and under pressure, but also enjoy being part of a dynamic multicultural team and working in an international environment.
- Ability to establish and conduct relationships at all levels, internally and externally.
- Skilled in workload and priority management.
- Excellent oral and written English, with ideally 1 or 2 other European languages.
- Computer literate, including use of websites, social media, etc.

### **Applications**

To apply, please send your CV and cover letter (no more than one page) outlining how you fulfil the criteria in the job description and why you apply for this specific position to [acosta@fediaf.org](mailto:acosta@fediaf.org) with the subject line "First Name + Last Name – EU Policy & Regulatory Affairs Manager" by 20 January 2023 noon (12.00 PM).

CVs and motivation letters will only be considered if sent in English. **Only shortlisted applicants will be contacted.**

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*FEDIAF represents the European pet food industry with around 200 production sites. It is an umbrella organisation of national pet food industry associations plus direct company members. While we work sustainably every day to provide safe products that benefit pets, our work goes beyond pets, and goes beyond pet food. Our work is also about society. Because we believe that pet ownership has the potential to enhance the lives of all Europeans. [www.fediaf.org](http://www.fediaf.org)*

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