

DRAFT Job Description

Job Title: Regulatory Expert (toxicology focus) and Sustainability Manager

Location: Brussels, Belgium

Job Description

The successful candidate will support the IFRA Global Regulatory Affairs Director in defending fragrance ingredients facing regulatory challenges and pressures and following regulatory/technical developments in implementing chemical control legislation globally, but with high focus on EU REACH and CLP regulations. He will report to the IFRA Global Regulatory Affairs Director and President.

The role will strengthen IFRA's regulatory toxicology capacity, with the candidate acquiring in-depth technical expertise in fragrance ingredients and managing regulatory and toxicological aspects related to chemicals.

The role will also serve as the Sustainability Manager of the association in the context of global sustainability initiatives (also with partner associations). This role requires an understanding of data collection and processing, as well as a familiarity of calculation models for environmental impacts.

Additionally, the candidate will help coordinate activities within the IFRA network and foster collaborations with external partner associations and other trade bodies on issues of shared interest, such as emerging global policies affecting fragrances.

Key Accountabilities

The role will focus on the following key areas:

Ingredient Defence

- Monitor and track ECHA activities to identify fragrance substances under regulatory scrutiny, ensuring timely communication with members.
- Coordinate industry input to public consultations related to the EU harmonised classification and labelling (CLH) process, including reviewing proposals and organising calls to collect and consolidate members' feedback.
- Manage industry participation in ECHA Risk Assessment Committee (RAC) meetings by preparing and submitting technical input from the fragrance industry.
- Coordinate and participate in technical discussions with authorities worldwide.
- Participate and provide support, when necessary to ingredient defence consortia.
- Collaborate with relevant industry partner associations to prepare IFRA's regulatory positions on priority subjects.

Chemicals Control Legislation

- Manage, follow-up and coordinate input in the different REACH implementation ongoing activities.
- Draft technical input, supported by member experts, addressing compliance and guidance on emerging or new regulations.
- Support the preparation of IFRA comments and participate in relevant meetings with regulatory authorities.

Global Collaboration

- Actively participate in regional and global IFRA and partner associations' meetings, as required, to represent fragrance industry perspectives.

Project Management and Meetings Planning

- Help organising, prepare and plan calls and meetings for IFRA working groups and task forces, ensuring efficient coordination for topics related to chemical control legislation and ingredients defence.
- Provide project management support for ingredients defence initiatives, ensuring proper follow-up and execution of tasks.
- Offer administrative support, including agenda setting, drafting minutes, and coordinating follow-up actions from meetings.

Key Competencies

This mid-management role requires solid expertise in regulatory toxicology and a thorough understanding of chemicals management legislation. The ideal candidate will also possess a scientific or technical background to support their regulatory knowledge. The ideal candidate will have:

- **Regulatory toxicology expertise:** Strong experience in EU CLP classification process and REACH and global regulatory knowledge.
- Sustainability expertise (data, calculation models).
- **Project management:** Proven ability to manage multiple projects and deliver results, with strong organizational and coordination skills.
- Able to effectively communicate complex technical matters to diverse audiences, including non-scientific stakeholders, in a clear and accessible manner.
- **Cross-disciplinary interface:** Ability to navigate regulatory, scientific, and political issues effectively in an international context.
- **Communication skills:** Excellent written, verbal, and presentation skills, with full proficiency in Microsoft Office; fluency in English, other languages a plus.
- Familiar with the use of relevant AI tools.
- **Strong interpersonal skills & team collaboration:** Strong team player with experience in working across international and interdisciplinary teams; knowledge of fragrance/FMCG sectors is an asset.
- **Preferred but not required:** prior experience working with the European Chemicals Agency (ECHA) on technical matters would be considered an advantage.

For more information:

This is a full-time position with employment under Belgian law.

Applications must be submitted in English. Only candidates selected for the shortlist will be contacted.

IFRA is an equal-opportunity employer and offers a competitive remuneration package. Regular travel might be required.

For more information, please consult our website: <https://ifrafragrance.org/>

Candidates are invited to send their applications, including a cover letter to secretariat@ifrafragrance.org. The interviews will be conducted on a rolling basis.

Deadline for applications is 28 February 2025.