JOB DESCRIPTION
Title: Regulatory Manager

Date Last Modified: 05/16/2024

Department:	Technical Services	**Classification:**	Exempt
Supervisor:	Director of Technical Services	**Grade:**	T
Status:	Full Time, On-Site Preferred		
Schedule:	Monday thru Friday 8 am – 5 pm Occasional weekend and evenings may be required		
Salary Range:	**MIN: $79,528 MID: $99,444 MAX: $119,292**		

Position Objective:

Lead the regulatory team to produce swift registration of new products and maintaining stringent regulatory compliance across the USA, Canada, Mexico, and Central America, and support registration efforts of BioWorks products with international partners. This role demands a strategic leader who can coach and manage the regulatory team, fostering a collaborative environment that actively promotes, enhances, and supports the BioWorks culture. The Regulatory Manager will be instrumental in expediting market entry for new products while upholding the standards of regulatory adherence. Collaborate with members of Technical Services, R&D, Marketing, and Sales, to pro-actively communicate timelines, feasibility, costs, and manage roadmap of new registrations, label amendments, and certificates (e.g., OMRI).

Essential Qualifications: Education, Experience, Skills, Certifications:

Education

- Bachelor's or higher degree. Degree related to regulations or pesticide use preferred.
- Valid USA Driver's license.
- US Citizenship or Permanent Resident.
- Notary license or willingness to obtain preferred.

Experience

- Over 10 years of regulatory experience in the USA and Canada.
- Proven record of registering pesticides, fertilizers and biostimulants with the regulatory bodies in the USA and Canada. Additional experience with Mexico and Central America registrations preferred.
- Proven ability to write rationales, submit concurrent reviews, and use other methods to shorten timelines to get products to market.
- Proven ability to register biopesticides, with minimal reliance on outside consultants.
- Effective team management to complete multiple projects simultaneously on tight deadlines.
- Proven ability to collaborate across teams, educating non-regulatory personnel on timelines and requirements for product registrations and label amendments.

Our Essential Values:

- ***OUR Team – ONE Company:*** We embrace that we are in this together and take 100% responsibility for our relationships with others.
- ***We Honor OUR Commitments:*** Integrity is at the core of everything we do. We do what we say we will do!
- ***We Have the Right Conversations:*** We hold ourselves and others accountable to be courageous and have the RIGHT conversation with the RIGHT person at the RIGHT time about the RIGHT thing.

- ***Our Customers' Success is Our Success:*** We understand that without our customers, we are no longer in business and serve them better than anyone else can.

Essential Functions and Responsibilities:

People
- Actively participates in promoting, supporting, and enhancing our Core Purpose, Core Values and Company Culture
- Maintains a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, team members and management.
- Fully engaged and is an active participant in the BioWorks Coaching Program.
- Coach members of the regulatory team biweekly and be accountable for regulatory affairs.

Strategy
- Actively participates in registration strategy, proposes multiple solutions and recommendations.
- Engaged in industry (e.g., BPIA); staying well informed of recently and upcoming regulatory changes.
- Understands the role of regulatory as a part of the company strategic planning.
- Thinks about short and long-term vision for regulatory group at BioWorks.

Execution
- Exceptional time management skills and people leadership to complete projects on time.
- Ability to identify roadblocks or delays, identify solutions, and effectively communicate across multiple departments.
- Exceptional communication and execution of registration support needs for BioWorks North America and for international partners.
- Ability to prioritize projects based on cross-departmental input, timelines, impact to business and business strategic direction.

Cash
- Fully embraces and participates in Great Game of Business ("GGOB"), Scaling Up and all strategies and activities related to financial transparency and information sharing, including timely updates to revenue (if applicable), expenses, and EBITDA goals.
- Balances the short-term and long-term impact of EBITDA from regulatory projects.

Performance KPIs
- 100% Regulatory Compliance.
- 100% On-Track for all new product launches greenlit by marketing.
- >80% of revenue from core products that we own registration dossier.

PHYSICAL ACTIVITY CHART – Regulatory Manager

ACTIVITY	OCCASIONALLY REQUIRED	FREQUENTLY REQUIRED	JOB RESPONSIBILITIES that require physical demands
Standing	X		Talking and presenting to customers in their environments (labs, fields, greenhouses, etc.), BioWorks personnel and channel partners
Walking	X		Working with internal and external customers to resolve and understand issues and needs
Sitting		X	Computer and phone duties
Carrying		X	Laptop, luggage, technical equipment and files
Handling	X		Files, product samples
Speaking		X	Interaction with customers and internal customers
Hearing		X	Speaking with peers, consultants, regulatory personnel and internal customers in person and on phone
Seeing		X	Computer work, analysis, forms, reports
Color Vision	X		Review of labels, applications, forms
Repetitive Motion		X	Keying and mouse for computer