

# Regulatory Affairs Coordinator – Job Description

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Company: Stannah Stairlifts Limited  
Function: Legal, Risk & Compliance  
Reports to: Head of Regulatory Affairs

## General Description and Purpose

The Regulatory Affairs Coordinator supports the Head of Regulatory Affairs in ensuring that company products comply with relevant legal, regulatory and internal policy requirements. This is an entry-level role focused on maintaining regulatory records and technical files, coordinating certification and testing activities, gathering data for regulatory filings and providing administrative support to the Regulatory Affairs function. The role offers structured development in product regulatory compliance, with training provided.

## Key Responsibilities

### 1. Regulatory Documentation & Records:

- Maintain and organise regulatory records, including technical files, Declarations of Conformity and certification records. Compile Post Market reports and supporting data for review.
- Support the creation, implementation and maintenance of documented regulatory processes
- Keep regulatory registers, trackers and the regulatory taxonomy up to date.
- Support document control so that regulatory files are accurate, complete and accessible.

### 2. Compliance Support:

- Support compliance activities under supervision across areas such as machinery regulations and related standards, labelling, batteries and ecodesign requirements
- Gather, collate and check data for regulatory filings, registrations and reporting.
- Maintain records of product and part classification.

### 3. Certification & Testing Coordination:

- Coordinate day-to-day logistics with testing laboratories and certification bodies, including scheduling, sample shipment and document exchange.
- Track certification status, renewals and expiry dates and flag upcoming deadlines.

### 4. Regulatory Monitoring Support:

- Assist in monitoring regulatory developments and maintain the horizon-scanning log. Support the assessment of the regulatory impact and support colleagues with the implementation.
- Circulate regulatory updates to internal stakeholders as directed.

### 5. Administrative Support:

- Provide administrative support for regulatory correspondence, meetings and minutes.

- Support the administration of internal audits and regulatory compliance training.

This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and the function.

## **Skills and Experience**

- Strong organisational skills and attention to detail.
- Good written and verbal communication skills.
- Competent user of Microsoft Office and comfortable working with data and records.
- Ability to manage multiple tasks and meet deadlines.
- Experience in a regulated manufacturing environment, such as medical devices or automotive, would be advantageous.
- An interest in product regulation and compliance; prior administrative, quality or compliance (CE Marking) experience beneficial but not required.

## **Personal Attributes and Behaviours**

- High ethical standards and integrity.
- Methodical, accurate and reliable.
- Proactive, willing to learn and open to feedback.
- Resilient and persistent, with the ability to sustain progress through longer-term regulatory work where results may take time to achieve.
- Calm and composed, with the ability to approach problems in a structured, measured way rather than reacting under pressure.

## **Relationships**

**Internal:** Head of Regulatory Affairs, Engineering, Quality Assurance, Manufacturing, Procurement.

**External:** Testing Laboratories, Certification Bodies, Regulatory Authorities (administrative contact).

## **Education and Qualifications**

- A degree in a relevant discipline (eg engineering, science or law) beneficial but not essential.
- Willingness to undertake training in regulatory compliance.