

Position: Science Executive REACH
substance identity and SIEF

Start: April 2025

Application deadline: November 1st 2024

The Compliance with the REACH legislation in the frame of the refining industry transition, with the inclusion of substances from renewable to the ones from fossil origin, is at the core of this Science Executive position. The work is directly linked to Concawe's activities and to the science development and compliance programs for the substances managed by Concawe coordinated in the Reach Management Group (REACH MG).

Who are we?

The European Fuel Manufacturers Association (based in Brussels) currently represents the interests of 40 companies manufacturing fuels in the EU. Concawe is one of the two divisions represented by this Association.

Concawe's mission is to conduct research programs to provide impartial scientific information in order to improve scientific understanding of the environmental health, safety and economic performance aspects of both fuels' manufacturing and the distribution and sustainable use of fuels; and moreover to assist the development of cost-effective policies and legislation by EU institutions and Member States and allow informed decision making and cost-effective legislative compliance by Association members.

What do we offer?

- Full-time position
- Opportunity to develop your professional experience and maintain regular contacts with our counterparts in the oil industry and the EU institutions
- Individual Training program, technology and professional skills development
- Responsibility and autonomy in your area of expertise
- A global view and concrete involvement on industry and societal challenges
- International and dynamic multicultural environment
- Competitive salary package complemented with fringe benefits
- Enhanced work life balance (working from home, sliding working hours system etc.)

What do we expect from you?

General responsibilities

- Comply with the governance rules of the Association and ensure that the Management Groups and sub-ordinate Special Task Forces (STFs) are aware of these rules.
- Support the Management Group Chair(s) and Vice-Chair(s) in the execution of their responsibilities and in the representation of the Association's technical activities.
- Facilitate and promote full cooperation between the STFs of the Management Groups.
- Monitor developments within the scientific and regulatory communities with respect to his/her area of expertise.
- Develop and implement the long-term strategy for the area of expertise and advice on improvements and adjustments.
- Coordinate the development of the Management Group 5-year strategic plan and annual work plan and budget proposal with the Management Group and Concawe Director; implement annual work plan as per Board approval.
- Track and manage risks in the area of focus.
- Practice safety leadership.
- Develop the scope, review proposals and project-manage (including cost control) the execution of out-sourced research projects.
- Initiate tenders, facilitate selection of contractors, prepare contracts & monitor technical and progress for approved projects covered under the field of activity.
- Report progress and inform appropriate Management Groups and Scientific Committee as appropriate on all his/her activities.
- Ensure that Concawe technical reports, briefing papers, articles etc., on topics related to the field of activity are drafted, reviewed and approved for publication in due time.
- Serve as a technical expert and represent our industry in interactions with European and global bodies on technical issues in his/her area of expertise.

- Represent Concawe and the refining industry at conferences, stakeholders' meetings and participate in technical working groups organised by the EU Institutions and other relevant bodies.
- Facilitate and coordinate Member Company expert participation in the different technical groups and raise resourcing issues with Concawe Director and Scientific Committee.
- Gain an in-depth knowledge of EU and other relevant institutions decision-making processes related to the technical issues in his/her area of expertise.
- Coordinate as appropriate with FuelsEurope Policy Executive's, including active participation in relevant Issue Groups and technical support to advocacy work.
- Cooperate with other Science Executives on overlapping or interlinked issues.
- Where required, supervise one or more administrative assistants, Science Associates, or trainees.

Substance Identity Management

- Lead and manage the Concawe Substance Identity Management Group activities in developing and applying definitions of substance identity, category justification and substance similarity and provision of physical chemistry property data to support EU REACH substance identity and read across in hazard assessment.
- Improve substance identity profiles and report recommended methods for registrants to apply in demonstrating substance sameness
- Own and manage the process for category membership modifications
- Revise Category Justification Documents in line with technical data and Concawe REACH Strategy
- Manage physical chemistry property data in dossiers and engage testing laboratories to fill data gaps
- Liaise with Concawe Toxicological Sub-Group and Environment Management Group to define and implement strategies for read across based on structural similarity
 - Define sample collection campaigns, taking into consideration sample compositional variability and sample integrity in storage
 - Develop and execute category-specific plans for analytical characterisation of substance sample specific to the category. Identify, tender and contract laboratories for required analyses
 - Develop and maintain category justification documents and support Concawe REACH groups in the preparation of read across justifications
 - Engage with ECHA to discuss approaches for demonstration of structural similarity
 - Develop novel approaches to substance characterisation as needed to meet REACH requirements for structural similarity
 - Engage with analytical laboratories to raise awareness to the required compositional information and monitor analytical developments to meet these requirements
 - Improve analytical database functionality to meet Concawe program needs
- Liaise with Concawe Product Stewardship Management Group and provide support to define and implement strategies for Classification and Labelling
- Supervise the Science Associate for Substance Identity and support personal development
- In collaboration with other REACH Science Executives organise Concawe REACH workshop
- Manage relevant analytical and dossier related information of Concawe REACH webpages

SIEF Management

Manage Concawe SIEF (Substance Information Exchange Forum) team activities in licensing access to Concawe dossiers for over 140 hydrocarbon substances for around 4000 registrations across EU REACH and data sharing for non-EU REACH like regulations

- Supervise the activities of the SIEF Associates and support their personal development
- Manage the annual REACH costs recovery process and liaise with Finance Director to implement transparent process for calculation and justification of license fees
- Lead development of new written communications with registrants
- Maintain and improve the functionality of SIEF space IT platform for registrant communications
- Lead and co-ordinate activities of the Concawe SIEF Management Co-ordination Group (SMCG). Report SIEF team

activities on a quarterly basis

- Own and manage the implementation of process to integrate new substances into the Concawe portfolio
- Manage right of access to third party data in Concawe dossiers
- Manage execution of sample collection campaigns to support analytical characterisation and hazard assessment
- Manage extension of licensing for non-EU REACH-like regulations e.g., S. Korea, Turkey, Taiwan, UK, ...
- Own and manage the update of the Concawe EU REACH dossiers
 - Clearly identify European Chemical Agency (ECHA) requested updates to dossiers (formal decisions and ECHA requests)
 - Maintain, implement and communicate plans to meet these requests and for an annual update of all dossiers
 - Liaise with Concawe REACH staff to identify new and revised dossier content
 - Manage contractors to deliver timely updated dossiers
 - Develop and maintain dossier assembly IT platform
 - Manage communications with ECHA to understand changes in IUCLID and Technical Completeness Checks that impact dossier submission acceptance
 - Report status and seek approval for dossier content changes from REACH Management Group

What are the expected qualifications for the position?

- In depth technical expertise in the field(s) relevant to the specific technical portfolio (see below for specific requirements for the Science Executive REACH).
- Experience and a proven track record in a Member Company or in the oil refining industry, or similar.
- Capacity to quickly learn and understand REACH regulatory issues and the capability to identify risks associated with the REACH compliance strategy.
- Keen interest and awareness of the European institutions decision-making processes for technical issues.
- A team player with the capacity to effectively facilitate technical teams and lead without authority.
- Good negotiation skills and a sense of diplomacy.
- Good communication skills, both verbal and written.
- Ability to think strategically and put technical issues in a broader context.
- High quality presentational skills in order to convey complex issues to senior management
- Project management skills and managing contracted suppliers.
- Good command of the English language; an additional language would be an advantage.
- Excellent PC skills (MS Outlook; Word; Power Point; Excel; etc.).

Skills & Competencies

- In depth knowledge and experience in implementing EU REACH.
- A sound understanding of the refining processes and composition of petroleum and renewable hydrocarbon substances.
- A sound understanding of analytical chemistry methodology applicable to the quantitative analysis of petroleum substances.

What is your report line?

The Science Executives are accountable to the Concawe Director. In addition to general duties and qualifications, the Science Executive Reach Substance and SIEF must have specific technical experience, knowledge and expertise as defined below which he/she will use to lead science and research work for the Association.

To apply, please send your CV and motivation letter to: recruitment@fuelseurope.eu mentioning "SCIENCE EXECUTIVE REACH SUBSTANCE IDENTITY AND SIEF" in the subject of your e-mail.

*By applying for this vacancy, you agree that we use your personal data for recruitment purposes only.
All your private information will be deleted from our files after the recruitment process.*