

<b>Job Title:</b> Product Compliance Manager	<b>Location:</b> Hunmanby / Mansfield
<b>Department:</b> Engineering	<b>Contract:</b> Permanent
<b>Reports To:</b> Senior Leadership	<b>Direct Reports:</b> N/A

## 1.0 Job Summary & Role

The Product Compliance Manager will be responsible for ensuring that all company products meet the necessary regulatory, functional safety, and market-specific compliance requirements

This includes overseeing CE marking, US FCC self-declarations, UL file maintenance, Vehicle Certification Agency (VCA) approvals, functional safety submissions to IEC 61508, PTCRB certification, and other relevant external approvals

The role requires close collaboration with engineering, product development and quality assurance teams to ensure compliance from concept through to market release

## 2.0 Key Responsibilities & Main Duties

- Manage the CE marking process, including EU Declarations of Conformity for RED, EMC, and CRA directives
- Lead and compile functional safety cases in accordance with IEC 61508 standards
- Oversee self-declaration processes to the US FCC for applicable products
- Maintain and manage UL certification files for US markets
- Coordinate with the Vehicle Certification Agency (VCA) for product approvals
- Manage PTCRB and other national approvals for cellular devices
- Liaise with external certification bodies, regulatory agencies, and approval authorities
- Assist with the maintenance and compilation of documentation, technical files, and declaration archives
- Support internal teams with compliance requirements during product design and development
- Provide compliance training and awareness across the organisation
- Develop and improve compliance-related procedures, processes, and checklists
- Monitor changes in international compliance standards and update stakeholders accordingly
- Other ad hoc duties as and when required



## 3.0 Internal & External Relationships

**Engineering & Product Development** – provide compliance guidance and review design documentation and process

**Quality Assurance** – support quality systems and ensure compliance is integrated into production processes

**External Certification Bodies & Regulatory Authorities** – maintain professional relationships for audits, approvals, and submissions

## 4.0 Key Performance Indicators

- Understanding of existing and collaborative continuous improvement of development systems
- Timely delivery of product compliance documentation for new product introductions
- Accuracy and completeness of compliance files and technical documentation
- Demonstrated awareness and implementation of updated compliance standards

## 5.0 Essential/Desirable Factors

Knowledge	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• In-depth knowledge of CE marking requirements and EU directives (RED, EMC, CRA)</li> <li>• Familiarity with US FCC compliance, UL certification, and PTCRB requirements.</li> <li>• Functional safety (IEC 61508)</li> <li>• Strong grasp of compliance documentation and regulatory submission processes</li> <li>• Awareness of international compliance frameworks and trends</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Knowledge of ISO 26262 or similar functional safety standards</li> <li>• Familiarity with cybersecurity compliance in connected devices</li> <li>• Experience with wireless communication standards and testing</li> </ul>
Skills & Attributes	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Strong attention to detail and documentation discipline</li> <li>• Ability to interpret complex regulatory standards and apply them pragmatically</li> <li>• Excellent organisational and project management skills</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Training or auditing qualifications (e.g., ISO Lead Auditor)</li> <li>• Technical report writing and regulatory submission experience</li> </ul>



## JOB DESCRIPTION & PERSON SPECIFICATION



<ul style="list-style-type: none"> <li>• Strong communication skills for internal and external liaison</li> <li>• Ability to work independently and as part of a cross-functional team</li> </ul>	
<b>Experience</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Demonstrated experience in compliance management within engineering, electronics, or similar regulated industries</li> <li>• Hands-on experience with certification for European and US markets</li> <li>• Previous responsibility for managing compliance files and declarations</li> </ul>	<b>Desirable:</b> <ul style="list-style-type: none"> <li>• Experience of leading compliance audits with external bodies</li> <li>• Previous involvement in functional safety submissions</li> </ul>
<b>Qualifications</b>	
<b>Essential:</b> <ul style="list-style-type: none"> <li>• Degree level education</li> </ul>	<b>Desirable:</b>

<b>Created by</b>	<b>Dated Created</b>
Technical Director	30/09/2025

