

Regulatory Officer

Job Advertisement

Position: **Regulatory Officer**

About i4PD

i4PD is an employee-owned product design and development consultancy. Our company is an established brand with an excellent reputation for achieving a competitive edge for small and large businesses alike by bringing new or improved products to market.

The company employs experienced, creative designers and engineers who operate out of i4PD's studio on the South side of Edinburgh.

The team works collaboratively with our clients to augment their internal capabilities, supporting them to add functionality, reduce cost, increase visual appeal, enhance usability, and keep pace with technological advancements. Our clients include household names and those on their way to becoming leading consumer electronics and medical device brands.

About the Role

As a Regulatory Officer at i4PD, you'll play a key role in ensuring our client projects meet the most appropriate compliance pathways across a wide range of industries. Working closely with our Regulatory Lead, Rachael Turkington, you'll have opportunities to learn, collaborate, and help shape robust compliance strategies for internal and client projects.

You'll be embedded in our multidisciplinary teams in mechanical, electronics, software and product design to ensure compliance is considered at every stage. Your expertise will guide clients through expectations, documentation and decision-making, while supporting teams to deliver high-quality, compliant products.

This is a hands-on role involving the preparation and review of design control documentation, regulatory reports, risk files, verification planning, and maintaining traceability. You'll also support early project scoping, helping shape proposals and compliance strategies, and may contribute to business development activities such as estimating new work or representing i4PD at events.

What we're looking for

- Significant experience working with compliance requirements in at least one of the following industries: medical device, machinery, electrical and EMC across GB, EU, and USA.
- High level of confidence to guide clients and project teams through compliance requirements.
- Ability to produce accurate documentation and manage traceability throughout projects.
- Excellent interpersonal skills and the ability to connect.
- Familiarity with standards for risk management, usability engineering, and software development.

You'll be well supported, with regular check-ins with Rachael to review work, discuss challenges, and focus on your professional development. If you enjoy collaborating across disciplines, communicating clearly, and applying regulatory thinking to real product design challenges, this could be a great fit.



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Key Responsibilities

- Follow i4PD's QMS to ISO 9001 & ISO 13485.
- Analyse project briefs and support the creation of project proposals.
- Provide guidance on regulatory aspects to internal teams and clients.
- Draft and deliver compliance documentation, including strategy reports, risk files, traceability matrices.
- Communicate deliverables, risks, and challenges to clients.
- Lead discussions with test houses and support workshops.
- Capture change requests and assess regulatory impact.
- Contribute to continuous improvement of regulatory processes.
- You may also be asked to support business development activities at trade shows, conferences etc and identifying new business opportunities on behalf of i4PD.

Personal Attributes

- Desire to add value by proactively bringing ideas and solutions to the table that are grounded in evidence and clear reasoning
- Proactive and detail-oriented professional who enjoys working in a collaborative environment.
- Personable and approachable, with strong listening, communication and problem-solving skills.
- Can communicate complex compliance requirements clearly to diverse stakeholders.
- Manage multiple projects and maintain accuracy.

Benefits:

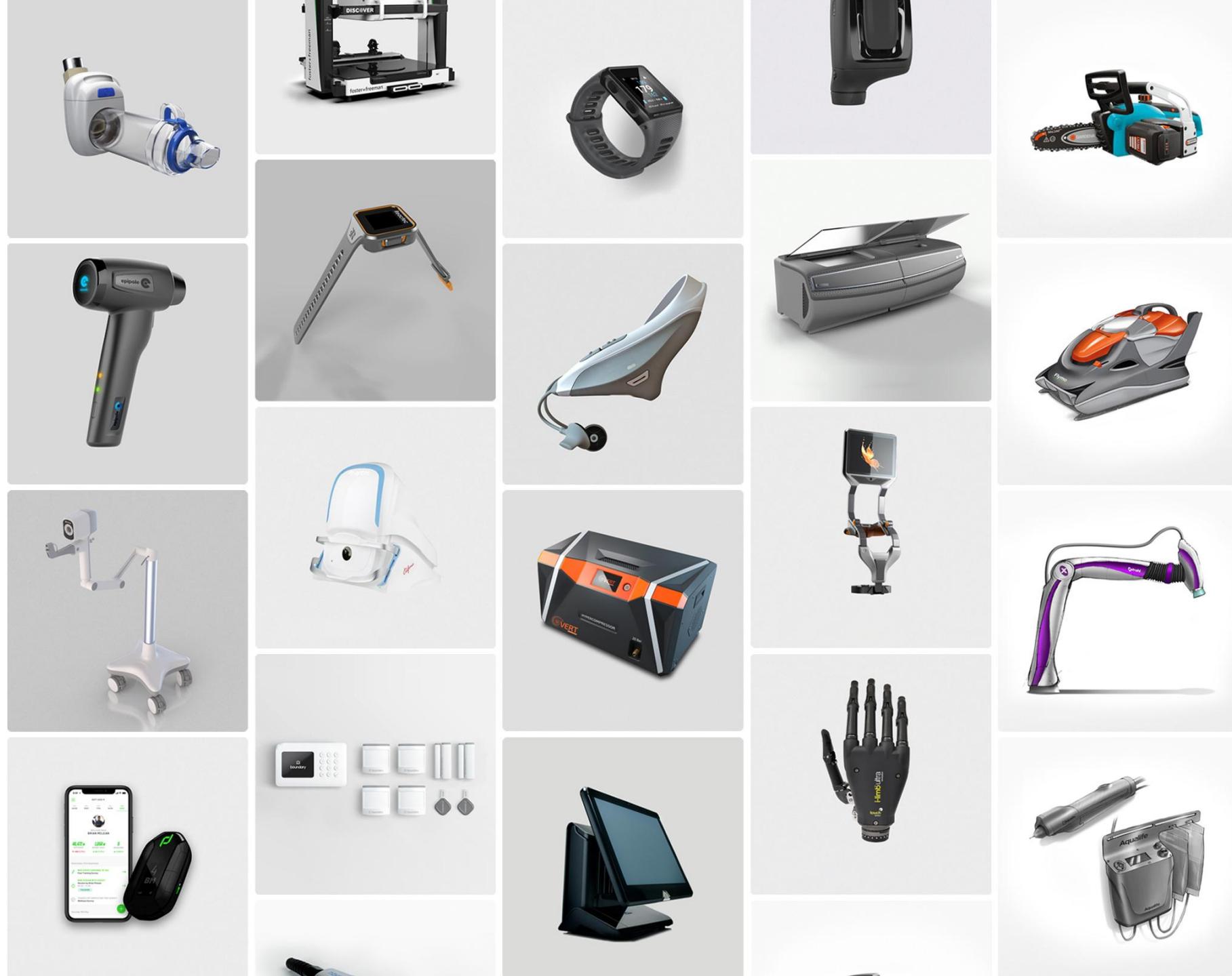
This role can be offered on a full time (37.5 hours per week) or part time basis (min 22.5 hours). Hybrid working encourages at least 2 days per week in our bright and open studio based 25 minutes south of Edinburgh's centre in stunning rural surroundings with views of the Pentland Hills.

We share the salary on offer for this role as part of our commitment to inclusion and transparency. This role is offered at £42,750 - £47,500 and we'll make a fair offer based on your skills and experience so that no one needs to negotiate to be paid equitably.

As an Employee-owned company you would receive a share of the company tax-free bonuses through the employee trust (after 12 months service).

We recognise the value, to both you and the company, of maintaining a strong work life balance which we foster through flexible working patterns.

Enhanced sick pay, parental leave and holiday schemes are also offered alongside a Cycle to Work scheme, EV lease scheme and numerous salary sacrifice benefits are via Mintago (e.g. childcare/ nursery costs and tax-free gym membership).



How to apply?

Apply today by emailing your CV to jobs@i4pd.co.uk

Our typical recruitment process includes a short screening call, an interview, and a final interview with a task.

We're committed to creating an inclusive hiring process and are happy to discuss any reasonable adjustments you may need at any stage.

Applications will be reviewed on a rolling basis, and successful candidates can typically expect to hear from us within two weeks of applying.

designing the future together

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