

Global Trade Compliance Manager

Primary Purpose of the role

To lead the Trade Compliance team & function to ensure worldwide company compliance with international trade compliance laws and regulations, including UK, EU and US (EAR / ITAR).

KEY ACCOUNTABILITES

- Act as International Trade Compliance Official (ITCO)
- o Manage Export Licensing across global locations
- o Prepare and coordinate Technical Assistance Agreements and Manufacturing License Agreements for US ITAR controlled products with US Export Management and manage those agreements over their duration
- o Work with US Export Management on US license applications and manage licenses over their duration
- o Manage commodity classification for products with the US Export Management and UK/EU authorities (EU Commercial, Dual-Use & Military and US EAR & ITAR)
- o Review & approval of Export transactions
- o Manage Denied Parties Screening
- o Maintain compliance databases and reporting (internal and external)
- o Manage the improvement and maintenance of International Trade Compliance procedures
- o Coordinate and provide regular engaging training for staff on UK, EU and US export controls and general export compliance
- o Ensure current knowledge of modified export control laws and regulations
- o Communicate with internal and external customers regarding compliance matters
- o Establish oversight of import requirements across Global sites and coordinate import operations alongside the ITCC & Logistics (KC)
- Provide Management oversight and cover for the International Trade Compliance Co-ordinator and establish a POC in each global location to ensure adherence to policy and regulations.
- Support the Law Department in the investigation, disclosure and development of corrective actions to address potential export/import compliance concerns (KC)
- Coordinate participation and responses to any internal or external audits or assessments. Work with the Law Department and GTM trade controls team (Europe and/or US) to address concerns under local country or US or international trade controls (KC)
- To be aware of and comply with Company Standards of Conduct and all relevant statutory requirements
- To carry out any other reasonable management request

SCOPE FOR IMPACT

INCLUDING: DECISION MAKING AUTHORITY, BUDGET CONSTRAINTS, KPIs

Verification and approval (or disapproval) of import & export transactions

Key Relationships

(External and Internal Contacts)

- Logistics and Shipping
- Government Authorities
- Contracts department
- Global Trade Management
- Customers
- Programme Management
- Business Development
- Vendors
- Proposals Team
- Product Line Management
- Senior Leadership Team
- Law Department
- Division and Sector Management-

Interact with UK BIS and all government authorities required to work on UK licensing,
Interact with US Export Mgmt. to support and comply with all aspects of US licensing,

- Interact with Global Trade Management (GTM)
- Support BD and Programme Mgmt. to comply with all regulatory obligations in accordance to company procedures and to ensure compliant contract execution
- Interact with UK HMRC & DIT and all government authorities as required.

TECHNICAL/JOB SPECIFIC SKILLS

Required:

- Excellent knowledge of UK, EU and US Export Laws and Regulations
- Ability to recognise requirements/ improvements, formulate solutions and drive through change in a rapidly evolving environment
- Understanding in commercial trade terms & conditions
- Ability to make import and export jurisdiction & classification assessments for services, software, technology and products
- Experience working with engineers and technical staff
- Ability to work with minimal supervision in cross-department and global environment
- Ability to explain complex export requirements to all levels of the organisation in a meaningful way
- Good understanding, knowledge and ability to work with MS Office programs (MS Word, Excel etc.)
- Ability to interface with Government agencies
- Experience with Export Licensing Process (UK, EU and US)
- Ability to develop and manage processes and procedures
- Ability to collect and analyse export data
- On occasion, willingness to travel internationally
- English language (spoken and written form)

- Ability to lead and direct one staff member

Acquirable:

- Knowledge of UK/EU Import Laws and regulations
- Ability to work with ERP systems such as BaaN & IFS.

LEADERSHIP CHARACTERISTICS

- o Values
- o Performance
- o People Leadership
- o Customer Intimacy
- o Innovation
- o Strategic Value Creation