

Job Title: Compliance manager

Location: Primary location Bath. The company has three sites, one in Bath & two in Devizes. The role will require occasional travel to Devizes.

Company:

Cross Manufacturing specialises in the design, development and manufacture of high temperature metallic sealing rings, retaining rings and brush seals. These products are used in applications where reliability and durability are critical. The company aims to maintain the highest standards in manufacturing, using state-of-the-art technology and skilled engineering teams.

The company has established itself as a trusted supplier to large global customers in a variety of industries, including aerospace & defence, automotive and power generation among others. With a strong commitment to innovation, quality, and customer service, Cross Manufacturing plays a significant role in providing sealing solutions that meet the rigorous demands of high-performance applications.

Position Summary:

The Compliance Manager will oversee and manage all aspects of export control and international trade compliance for Cross Manufacturing. The purpose of this role is to ensure that the company complies with all applicable export controls and international trade rules whilst supporting the company's business objectives.

Key Responsibilities:

- **Regulatory Compliance:** Ensure compliance with UK Export Control Order, Dual-Use regulations, US EAR/ITAR and other relevant international trade laws.
- **Licensing & Documentation:** Prepare, submit, and manage export license applications; maintain accurate records and audit trails.
- **Shipping:** Support internal teams with advice on customs procedures, Incoterms(2020), and International shipping documentation.
- **Import:** Supporting internal teams with advice on import procedures and documentation.
- **Classification & Screening:** Ensure correct classification of goods, technology, and software under UK/US export control regimes; conduct end-use/end-user screening.
- **Internal Controls:** Develop, implement, and maintain export compliance procedures, training programs, and internal audits.
- **Risk Management:** Identify, assess, and manage export compliance risks; provide mitigation strategies.
- **Stakeholder Support:** Advise internal teams (e.g. sales, logistics, procurement, legal) on export regulations and licensing requirements.
- **Liaison:** Act as the primary contact with UK Export Control Joint Unit (ECJU), HMRC, and other regulatory bodies.

- Training: Deliver ongoing export compliance training to employees and stakeholders.
- Monitoring & Reporting: Monitor regulatory changes and communicate implications to relevant departments; prepare Directors.

Qualifications and experience:

- Proven experience (5+ years) in export compliance or international trade in a regulated industry.
- In-depth knowledge of UK and US export controls.
- Knowledge of customs procedures, Incoterms(2020), and International shipping documentation.
- Experience in aerospace, defence, technology, or manufacturing industries.
- Relevant qualifications such as law, International Business, Trade Compliance, or related field (preferred).
- Experience working with ECJU and UK SPIRE and LITE licensing system (preferred).
- Professional certification e.g. UK Institute of Export & International Trade, CUSECO, or similar (preferred).

Preferred Skills:

- Strong attention to detail, with good organisational and analytical skills.
- Excellent communication and stakeholder engagement skills.
- Familiarity with compliance tools such as SAP GTS, Amber Road, or Descartes.
- Familiarity with free trade agreements, and global logistics.

Attributes:

- Leadership & Influence: Demonstrates the ability to influence decision-makers and foster a culture of compliance across the organisation.
- Strategic Thinking: Understands the bigger picture and aligns export compliance efforts with business objectives, anticipating future regulatory challenges and needs.
- Problem-Solving: Uses a proactive and analytical approach to identify potential compliance issues and develop practical, risk-based solutions.
- Communication: Communicates complex regulatory requirements clearly and effectively to diverse audiences, including non-technical stakeholders and senior management.
- Decision-Making: Makes sound, ethical decisions under pressure, balancing regulatory requirements with commercial considerations.
- Collaboration: Works effectively across departments (e.g. legal, sales, logistics, operations) and builds strong relationships with internal and external stakeholders.
- Adaptability: Thrives in a dynamic environment, responds well to change, and maintains composure in high-pressure situations.
- Attention to Detail: Maintains accuracy and thoroughness in documentation, classifications, and compliance processes.

- Accountability: Takes ownership for delivering results and driving continuous improvement in compliance practices.
- Integrity: Upholds the highest ethical standards and acts as a role model for responsible international trade.

Package:

- Full-time, permanent position
- Salary depending on experience / qualifications
- Office-based with some flexibility for remote working (up to 1 day per week)
- Private Family Healthcare (once eligible)
- 25 Days Holiday
- Company Bonus scheme – Christmas bonus and discretionary Company performance summer bonus
- Enhanced Stakeholder Pension Scheme, up to 12% contribution from the Company
- Cycle to Work Scheme
- Life Assurance cover
- Unum – help at hand employee assistance program including shopping discounts
- Professional body annual membership reimbursement
- Opportunities for training and development
- Eye consultation and contribution towards new glasses