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| **Title** |  **Trade Compliance Officer** |
| **Band** | **Individual Contributor – Professional** |
| **Grade** | **P3**  |
| **Job Family** |  Trade Compliance |
| **Reporting To** |  Director of Trade & Anti-Corruption Compliance |
| **Location** |  UK  |
| **Date Written/Revised** |  **Monday, 10 February 2025** |
| **Benchmark Job (For HR Use)** |  |

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| **Position Objective** |
| Our policy at GDUK is to enable business success by complying fully with UK, U.S. and other countries’ import/export, anti-bribery, and customs legislation when delivering on our objectives. The Trade Compliance Officer is responsible for being a key team member in helping the Mission Systems portfolio of programmes and business development activities across the business unit in efficiently delivering on their objectives in compliance with all aspects of Import, Export and Anti-Corruption Compliance, collectively “Trade Compliance’ |

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| **Generic Level Description** |
| General Accountabilities | Fully qualified to execute job/role accountabilities working independently on most aspects of work. |
| Supervision Required or Provided to Others | Normally receives little instruction on day-to-day work and general instructions on new assignments. May lead a project or work team made up of junior technical and/or professional and support staff - focus is on task management vs. resource and staff management.  |
| Complexity | Works on problems of diverse scope where analysis of data requires evaluation of identifiable factors. Exercises judgment in selecting methods and techniques for obtaining solutions. |
| Knowledge and Expertise | As a seasoned, experienced professional has developed a full understanding and expertise in area of specialization. Resolves a wide range of issues in creative ways.  |
| Problem Solving | Identifies key issues and patterns in moderately complex situations; takes a broad perspective to problems and spots new, less obvious solutions. |
| Planning and Organizing | Manages own time to meet agreed targets; develops plans for specifics work activities in own area over the short/medium term. |
| Project Management Accountabilities | Begins to manage medium to moderately complex projects; coaches and mentors others on project management issues that are supported by supervisor. |
| Decision Making and Autonomy | Has decision-making authority and autonomy needed to deliver on accountabilities of job/role; seeks approval form others on matters outside of job/role scope; makes decision regarding work and development of project team members when required. |
| Client/Business Orientation | Ensures commitments to internal and external client are met in a timely and cost-effective manner. Interprets client needs, assessing the full requirements; identifies solutions to non-standards tasks/queries. Interprets internal/external business issues and best practice in own discipline; applies to own role or identifies areas of improvement in product/process or program. May take action to monitor and control costs within own work area. |
| Communication, Negotiation and Influencing | Adapts information/style to the audience, explains difficult issues clearly, establishes consensus, attains agreement. |
| Leadership Requirements | Seeks and provides candid and timely feedback to improve performance; shares information in an open manner; fosters teamwork and innovation by involving others in problem solving, decision making and creative thinking. |
| Key Contacts | Builds internal and external relationships, with emphasis on those that facilitate the achievement of job/role accountabilities, such as relationships with key suppliers, customers and internal service providers. |
| Physical Effort  | Little chance of injury. Duties may involve sitting, standing, keyboarding with frequent flexible breaks. |
| Working Conditions | Standard Office Environment. May be required to travel and/or have overnight trips. Hours worked may exceed regular schedule. |

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| **Discipline Description** |
| Responsibilities Include | 1. Taking a leading role in ensuring that Mission Systems Programmes, Projects and other Support Functions deliver their objectives in compliance with all relevant Trade Compliance requirements
2. Proactively liaising with BU personnel to identify relevant Trade Compliance requirements then devise a detailed plan to meet those requirements and deliver on that plan ensuring appropriate stakeholder buy-in
3. Proactively researching and staying current on relevant Trade Compliance rules and regulations
4. Being a Trade Compliance ‘problem solver’
5. Reviewing and maintaining records of all supplier responses to Product Classification Questionnaire
6. Preparing accurate and compliant import & export paperwork, customs documents; maintaining complete records for audit
7. Preparing and submitting export licence applications, F680s and other Trade Compliance authorisation applications
8. Preparing US re-transfer/re-export authorisation applications
9. Supporting the Business in dealing with US suppliers, and non-US suppliers of US controlled items in the scoping of accurate US authorisation. Carrying out activities required to execute and maintain appropriate records
10. Producing reports and documents as required by the Business and Trade Compliance Dept.
11. Seeking out opportunities to provide guidance, support and training to BU employees on Trade Compliance processes and requirements
12. Maintaining records of the Export/Import Rating/Classification of goods, software, and technical data
13. Processing Trade Compliance authorisations for review, execution and filing
14. Compliantly processing import and export transactions; maintaining required documentation
15. Supporting the Trade Compliance Dept. in processing travel, IT and visitor authorisation requests
16. Assisting employees in all aspects of the BU Anti-bribery and Corruption compliance program, including such elements as processing of Gift and Hospitality requests, promotional and demonstration visits, due diligence, etc.
17. Assisting with development and record keeping of new and updated policies and processes
18. Any other duties required by the Trade Compliance Dept. in assisting Programmes, Projects, and Support Functions in discharging their obligations in compliance with Trade Compliance requirements
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| **Knowledge, Skills & Abilities** |
| Required Skills & Abilities | 1. Detailed knowledge and understanding of, and experience in implementing UK export controls (Military and Dual Use)
2. Detailed knowledge and understanding of, and experience in the use of the UK Govt. licensing portal
3. Detailed knowledge and understanding of, and experience in implementing, US export controls (ITAR and EAR)
4. Detailed knowledge and understanding of, and experience in implementing, customs controls
5. Detailed knowledge and understanding of, and experience in Anti-Corruption legislation
6. Computer literate, with good working knowledge of MS Word, Excel, and PowerPoint
7. Numerate, with good written and verbal communication skills to allow communication of detailed and complicated subjects in a manner that is appropriate to the audience
8. Methodical approach to problem solving and task prioritisation with exceptional attention to detail
9. Conscientious, enthusiastic and with an ability to rapidly switch subjects
10. Proactive, and with the credibility to gain the respect of personnel at all levels in the company
11. An understanding of and desire for continual improvement in all things
12. Able to work well and make clear rational decisions under pressure
13. Able to work as part of a team and autonomously by managing own workload
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| **Education & Experience** |
| Required Education & Experience | 1. Typically requires undergraduate degree and experience that has provided a wide array of exposure to all facets of the position, or equivalent.
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