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| **Title** | **Trade Compliance Specialist** |
| **Band** | **Individual Contributor – Professional** |
| **Grade** | **P2 - Intermediate** |
| **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 Specialist 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 | Applies academic knowledge to job/role accountabilities; provides support on specific portions of larger projects/work assignments |
| Supervision Required or Provided to Others | Works under general supervision; begins to put forward ideas on how work assignments can be executed; receives detailed instructions on new projects or assignments. |
| Complexity | Works on problems of moderate scope where analysis of situations or data requires a review of a variety of factors. Exercises judgment within defined procedures and practices to determine appropriate action. |
| Knowledge and Technical Expertise | Developing professional expertise; applies company policies and procedures to resolve a variety of issues. Applies knowledge/skills to a variety of standard day to day activities. Deepens knowledge/skills in one area or broadens ability over a variety of skills.  |
| Problem Solving | Identifies the problem and all relevant issues in straightforward situations; generates possible solutions, assesses each using standard procedures and makes a sound decision |
| Planning & Organizing | Prioritizes and organizes own work to deliver to agreed deadlines. |
| Project Management Accountabilities | Begins to manage projects; may be asked to review work delivered by external suppliers |
| Decision Making and Autonomy | Works independently on details of assignments, but has limited decision-making authority; most decisions made or guided by immediate supervisor |
| Client/Business Orientation | Becomes more self-directed in dealing with internal and external clients and responds to requests in non-standard situations, investigating all the facts. Understands the key business drivers; uses this knowledge to focus on own work. Works to control costs related to own work. |
| Communication, Negotiation and Influencing | Probes and listens carefully, presents information clearly and in appropriate style, makes technical information clear, persuades others in straightforward situations. |
| Leadership Requirements | Takes initiative in learning about the organization, and develops external contacts; actively seeks information and guidance to improve own performance; contributes as a team member, and takes responsibility for own work commitments |
| Key Contacts | Builds internal relationships with others outside of own work group or team particularly with internal customers; begins to interact with external contacts on own; begins to initiate information exchanges |

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| **Discipline Description** |
| Responsibilities Include | 1. Supporting Mission Systems Programmes, the Trade Compliance team, Projects, and other Support Functions in efficiently delivering 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, where necessary working in conjunction with other members of the Trade Compliance Dept., to meet those requirements and deliver on that plan
3. Being a Trade Compliance ‘problem solver’
4. Reviewing and maintaining records of all supplier responses to Product Classification Questionnaires
5. Processing accurate and compliant import & export paperwork, customs documents and maintaining complete records for audit purposes
6. Assisting in obtaining export licences, F680s and other required Trade Compliance authorisations
7. Preparing US re-transfer/re-export authorisation applications
8. Supporting the Business in dealing with US suppliers, and non-US suppliers of US controlled items, in the scoping of accurate US authorisations. Carrying out activities required to execute and maintain appropriate records
9. Producing reports and documents as required by the Business and Trade Compliance Dept.
10. Providing guidance, support, and training to BU employees on Trade Compliance processes and requirements
11. Maintaining records of the Export/Import Rating/Classification of goods, software, and technical data
12. Processing Trade Compliance authorisations for review, execution and filing
13. Processing travel, IT and visitor authorisation requests
14. Assisting with development and record keeping of new and updated policies and processes
15. Assisting the Trade Compliance team, and 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.
16. 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. Knowledge and understanding of, and experience in implementing UK export controls (Military and Dual Use)
2. Knowledge and understanding of, and experience in the use of the UK Govt. licensing portal
3. Knowledge and understanding of, and experience in implementing, US export controls (ITAR and EAR)
4. Knowledge and understanding of, and experience in implementing, customs controls
5. Knowledge and understanding of Anti-Corruption legislation and requirements
6. Computer literate, with good working knowledge of MS Word, Excel, and PowerPoint
7. Numerate, with good written and verbal communication skills
8. Methodical approach to record keeping 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. Able to work well and make clear, logical, rational and risk appropriate decisions under pressure
12. Able to work as part of a team and autonomously; managing own workload as required
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| **Education & Experience** |
| Required Education & Experience | 1. Typically requires undergraduate degree and some experience, or equivalent.
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