

## Trade Compliance Manager

### Seatronics Vision and Mission

Seatronics are the Marine Technology Specialists. With our solution focused culture, engineering strength and extensive product knowledge, our vision is to remain the leading provider of marine electronics solutions to the global subsea market. We supply specialist subsea solutions pursuing excellence both in engineering capability and customer support. Our continually developing expertise allows us to provide full service capability on demand encompassing rental, sales, service & repair, calibration, personnel and asset management.

Working with Seatronics and Acteon Sister companies, our vision is to ensure we implement consistent compliance standards as set by Seatronics, our parent company and regulated by international regulatory authorities.

### Overall Purpose of Role

As Trade Compliance Manager you will maintain and further enhance the compliance standards and framework through the provision of accurate and timely advice and guidance to senior management and employees in order to ensure that Customs/Export Control/Import/Anti-Bribery/QA/Risk standards are met across the businesses. You will work with the local Compliance Advocates, Base Managers and Seatronics Group Compliance Director to implement policies, processes and procedures as well as monitoring compliance levels and effectiveness of controls across the group. You will assist Compliance Advocates provide local training and knowledge on classification, license and sanctions requirements. You will provide all the necessary support to the business enabling it to meet international legal and regulatory obligations in terms of commercial and non-commercial contracts, insurances and lease arrangements.

**Relationships:** Reports directly to the Seatronics Group Compliance Director. Liaises with SMT, global staff, auditors, clients and suppliers.

### Key Responsibilities and Accountabilities

The responsibilities of the postholder will include but not be limited to the following:

- Maintain an effective Compliance Monitoring function so that it has sufficient expertise, resource, operating policies, processes and a programme of activities appropriate for the business;
- Liaise closely with the Group Compliance Director to establish and adhere to a common approach to describing and evaluating risk and to avoid overlaps and gaps in audit and compliance monitoring;
- Design and agree with the Group Compliance Director an annual Compliance Plan;
- Ensure Compliance Advocates deliver the work set out in the Compliance Plan to agreed standards and on time, making effective use of resources;
- Ensure timely and effective reporting to the Group Compliance Director of Compliance on the outcome of monitoring;
- Identify trends and root causes in all breaches and shortcomings identified and be proactive and collaborative in working with line management to make changes to policies, procedures and working practices in response;
- Maintenance of regulatory breach registers and oversight of the delivery of agreed corrective actions;
- Evaluate key outputs from relevant regulators, industry bodies, trade press etc to ensure that senior management and the business are aware of regulatory developments that impact on the business;
- Provide on-going regulatory advice to the Senior Management Team and the wider business, making recommendations as appropriate;
- Develop and deliver relevant training on Customs/Export Control/Import/Anti-Bribery/QA and Risk;
- Interface with other business functions to deliver concluded contracts to Company standards.

## Experience and Qualifications

Desirable experience and qualifications are as follows:

- Experience of working in a Global organisation across multiple locations, including offshore.
- Degree or equivalent in a relevant area
- Experience in import-export documentation
- Experience of Microsoft Office suite; Word, Excel, PowerPoint, Outlook
- Experience, supported by a good understanding of Seatronics administration and related computer systems
- Experience in the Application and Monitoring of EU and US Dual Use Export Controls

## Skills and Knowledge

- Knowledge of the oil and gas sector including the offshore market
- Market awareness of marine equipment and subsea operations
- Excellent organisational and time management skills
- Exceptional attention to detail with good analytical skills
- Strong problem solving skills
- Demonstrated verbal communication skills
- Database Administration.
- Seatronics' compliance processes, including but not restricted to Customs/Export Control/Import/Anti-Bribery/QA
- Understanding of UK Import and Export requirements for Dual Use products along with an understanding of US ITAR and EAR regulations.
- Understanding of International Sanctions and how they can be managed

## Personal Qualities

- Ability to carry out duties in a timely and organised manner with particular attention to maintaining the high QA standards already in place.
- Customer focused with a forward thinking attitude
- Ability to manage staff
- Outgoing team player with a professional approach.
- Able to communicate at all levels
- Ability to work to tight deadlines and remain calm under pressure
- Conscientious and helpful
- Willingness to learn and participate in in-house training
- Willingness to work overtime as and when required in order to meet deadlines for upcoming projects.

## Work Requirements

- Provide effective leadership of the function in accordance with the company's values, goals and objectives.
- Willingness to maintain Continual Professional Development to ensure your own knowledge base enhances Seatronics' capability and that you comply with the company's policies, processes and principles.
- Maintain integrity by being honest and transparent with staff, clients and suppliers in line with business policies.
- Highlight new technologies or working practices which may benefit the company by way of the Process Improvement Report (PIR) process.
- Actively participate in regular team and company events as required.
- Ensure we focus on being customer centric by developing good relationships with clients and suppliers and providing outstanding levels of service to ensure client needs are met on time, every time.
- Participate in the leadership and commitment of QHSE to ensure there is zero harm to our people, the environment and equipment.
- Take an active role in ensuring the quality of our products and services fully meets customer requirements.
- Ensure you work in line with various areas of compliance, including but not restricted to Customs/Export Control/Import/Anti-Bribery/Quality Assurance (QA).
- Ideally have a clean driving license and the ability to travel to global companies when necessary.

## Competency requirements

### Essential competencies that are critical for job success

#### 3.2 Persuading and influencing

- Makes strong personal impression on others
- Gains clear agreement and commitment from others by persuading convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

#### 3.1 Relating and networking

- Establishes good relationships with customers and staff
- Builds wide and effective networks of contacts inside and outside the organization
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

#### 1.1 Deciding and initiating action

- Makes prompt, clear decision which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works under own direction
- Initiates and generates activity

#### 4.1 Writing and reporting

- Writes clearly, succinctly and correctly
- Writes convincingly in an engaging and expressive manner
- Avoids unnecessary jargon or complicated language
- Writes in a well structured and logical way
- Structures information to meet the needs and understanding of the intended audience

### Desirable competencies for job success

#### 5.1 Learning and researching

- Rapidly learns new tasks and quickly commits information to memory
- Gathers comprehensive information to support decision making
- demonstrates a rapid understanding of newly presented information
- Encourages an organisational learning approach
- Manages knowledge (collects, classifies and disseminates knowledge of use to the organisation)

#### 2.2 Adhering to principles and values

- Upholds ethics and values
- Demonstrates integrity
- Promotes and defends equal opportunities, builds diverse teams
- Encourages organisational and individual responsibility towards the community and the environment