

## JOB DESCRIPTION

# Regulatory Compliance and Export Control Officer

### Overview

Whether it's industrial embedded computing, custom lithium battery packs, secure communication systems, antennas, or imaging technology we design, manufacture, supply and support it!

From the ocean floor to the edge of space, Steatite innovation is making sure that vital technology operates consistently, reliably, and above all safely.

Our products can be found gathering scientific insight in the cold and crushing depths of the deep sea, transmitting high bandwidth data across hostile terrain, processing colossal amounts of traffic data at the "edge" and via the cloud, and enabling next generation video solutions on board trains above and below ground.

From the first day of your employment with us, you will be part of an organisation that strives every day to make your work rewarding and cares for your safety and wellbeing.

This role will play a crucial part in ensuring our company's adherence to UK legal and regulatory requirements, managing export controls, and overseeing compliance with REACH and RoHS regulations. The ideal candidate will possess a deep understanding of relevant laws, regulations, and industry standards, and will be able to effectively communicate and implement compliance strategies across the organization.

### Summary Details

Job Type:	Site based
Job Title:	Regulatory Compliance Officer
Location:	Redditch
Hours:	38 hours per week, worked Monday to Friday
Salary Package:	Competitive
Benefits	25 days holiday plus bank holidays, increasing with length of service Discretionary Bonus once a year Salary Sacrifice Pension – 5% employee, 4% employer 4 x Salary Death in Service payment Access to Westfield Healthcare scheme, including:

	<ul style="list-style-type: none"> <li>• Corporate Healthcare Plan</li> <li>• Employee Assistance program</li> <li>• Wellbeing App</li> <li>• Discount scheme</li> </ul> <p>Cycle to Work Scheme          Employee Share Scheme after 12 months</p>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor's degree in a relevant field (e.g., Legal Studies, Regulatory Affairs, International Business, Engineering)</li> </ul>

### The type of person we are looking for

You will be highly skilled and motivated. You will have a flexible and adaptable approach to your workload. You will be curious and open minded and keen to seek out evolving and innovative ways to add value. You will be able to work effectively and inclusively with a range of people. You will be determined and resourceful and driven to deliver the best results for the business. You will be driven to ensure that tasks are completed thoroughly and within deadlines. You will be eager to learn new skills and seek development opportunities in the course of your employment.

### The Role

This role encompasses the following responsibilities:

- Monitor, interpret, and communicate changes in UK, European and R.O.W legal and regulatory landscape that impact the company's operations. Collaborate with cross-functional teams to develop and implement compliance strategies to ensure the company's adherence to all applicable laws and regulations. Develop and publish formal policies, procedures and processes to ensure compliance across the company.
- Manage and oversee the import and export of Controlled Goods, ensuring that all international shipments adhere to relevant UK, European, US or R.O.W. export laws and regulations including Military List, Dual-Use and ITAR classified products. Coordinate with internal teams to classify products, screen transactions against restricted parties' lists, and prepare export documentation as necessary.
- Lead the company's compliance efforts related to REACH (Registration, Evaluation, Authorization, and Restriction of Chemicals) and RoHS (Restriction of Hazardous Substances) regulations. Ensure accurate product classification, data collection, reporting, and communication with suppliers and customers to meet regulatory requirements.
- Work closely with product development, supply chain, legal, quality assurance, and other teams to integrate compliance considerations into processes, product design, and supply chain operations. Provide guidance to internal stakeholders on compliance-related matters.

- Develop and conduct training programs to educate employees on regulatory requirements, export controls, and compliance best practices. Foster a culture of compliance awareness throughout the organization.
- Conduct periodic internal audits to assess compliance with relevant regulations and internal policies. Address any identified gaps or issues promptly and implement corrective actions.
- Maintain accurate records and documentation related to regulatory compliance efforts, export transactions, REACH and RoHS compliance, and other relevant activities. Prepare and submit required reports to regulatory authorities, including the Export Controls Joint Unit (ECJU) and HMRC, as required.
- Stay current with industry trends, changes in regulations, and emerging compliance issues. Proactively identify potential areas of risk and recommend strategies to mitigate them.

### **Key Competencies**

- Significant experience in regulatory compliance, export controls, and/or environmental regulations, preferably within the industry.
- Strong understanding of UK legal and regulatory requirements, export control regulations, REACH, and RoHS regulations.
- Excellent communication skills, both written and verbal. Ability to convey complex regulatory information to diverse audiences.
- Detail-oriented with exceptional organisational and problem-solving abilities.
- Experience with conducting internal audits, managing compliance documentation, and interacting with regulatory authorities.
- Ability to work collaboratively in a cross-functional environment and effectively influence stakeholders.
- Proficiency in using relevant software tools for compliance management and documentation.
- Demonstrated commitment to ethical conduct and a strong sense of integrity.

### **Useful Additional Expertise**

The following would be advantageous but are not essential:

- Relevant certifications (e.g., Certified Regulatory Compliance Manager, Certified Export Specialist)