

## Band 2 – Export Control Manager

Location	Bootle, London or Cheltenham
Pay Band	Band 2
Salary	£53,012 - £61,307

### Job purpose

The Office for Nuclear Regulation (ONR) is looking for an Export Controls Manager to act as our in-house export controls expert offering advice and support across the organisation, manage our license portfolio and ensure up to date protocols, guidance and training. This is a complex area of international regulation and this role requires an individual with the knowledge and skills to work closely with all areas of the business and externally to ensure compliance. The person engaged will work as an integral member of the ONR Policy and Communications Directorate reporting to ONR's Head of Policy.

### Principal responsibilities

The successful candidate will need to combine a high level of export control expertise with excellent leadership, stakeholder management and communication skills. They will be responsible for overseeing all aspects of our export control compliance. Specifically, the individual will:

- Act as the single point of contact for the Department for Business Energy and Industrial Strategy (BEIS) and the Export Control Joint Unit (ECJU) on all export control matters.
- Advise ONR, working specifically with regulatory divisions, on all aspects of compliance with export controls e.g. in the classification of goods and technology and applicability of the Nuclear Suppliers Group (NSG) Control lists.
- Manage our current and future license requirements and negotiating pragmatic outcomes for ONR. They will manage compliance with existing licences, secure all necessary paperwork, ensure reporting requirements are understood and followed and deliver timely renewals.
- Ensure ONR's future licence requirements are identified in a timely manner through close liaison with regulatory divisions. This includes end to end management of applications through SPIRE and handling of related queries.
- Manage systems and governance to ensure compliance with the requirements of UK export controls.
- Maintain up to date guidance and training for the organisation on export control requirements.
- Identify and advise the business on changes to legislation or government policy.
- Work closely with ONR Policy Business Partners and undertake any other reasonable tasks to support the policy team as requested.

The successful applicant will be a strong collaborator and communicator, able to build effective working relationships inside and outside ONR.

The ideal candidate will demonstrate skills and have experience in:

### **Essential job-related expertise**

- Detailed, current understanding of Export Control legislation and its application.
- Experience of liaison with the Export Control Joint Unit and use of the SPIRE database.
- Knowledge of the nuclear industry and the Nuclear Suppliers Group (NSG) Control lists.
- Proven excellent team working and coordination skills and the ability to build strong working relationships with external stakeholders.
- A willingness to work within diverse and multidisciplinary teams and share your exceptional experience to support staff in their professional development.
- Excellent drafting skills, with a proven track record of briefing senior leaders and managers in written and oral communications.

### **Desirable attributes**

- Familiarity with or understanding of the key issues within the nuclear industry and of regulatory bodies.
- Public sector experience in a similar role
- Familiarity with or understanding of the key issues within the nuclear industry, of regulatory bodies and external stakeholder views of the nuclear sector.

### **Other Information**

- The Policy Team is based in Bootle, but we are currently working at home due to Covid and expect to offer some flexibility going forward, with some office presence (dependent on business needs).
- This will be a high-pressure role which will require significant flexibility and resilience.
- The successful candidate must have or obtain SC level clearance.

### **Person Specification**

ONR is committed to being an inclusive employer and we welcome and encourage applications from all applicants. We will make reasonable adjustments and adaptations to ensure the recruitment process is inclusive and barrier-free. For example, providing job descriptions in alternative formats, and providing communication support and accessible venues. If you would like to discuss how we can support you, please contact ([ONR.Human-Resources@onr.gov.uk](mailto:ONR.Human-Resources@onr.gov.uk)) or 0203 028 0133 / 0203 028 0120) who will be able to provide further information and discuss any reasonable adjustments you may need during the recruitment process. We will offer an interview to disabled people who meet the minimum criteria for the role.

## How to apply

Please submit your application through the recruitment portal.

The **closing date** for receipt of applications is 4<sup>th</sup> March 2021 at 11:45pm

Interviews will take place via MS Teams.

### Your application should include:

- A full record of your education and professional qualifications and a full employment history. Please include in your application details of your achievements when prompted relevant to the job description and person specification above, including latest remuneration which will be treated in confidence;
- You will also be prompted to describe your suitability for the role clearly evidencing your experience set against both the principal responsibilities and person specification in the job description.
- If the role requests desirable requirements evidence against this should also be reflected in your application.

Your ability, skills and competencies will be assessed at an in-depth interview if you are invited to the next stage of the recruitment process. An initial sift of applications is made against these criteria's and a failure to address any or all may affect your application.

Please note that upon registering on our recruitment system you are given the option to upload a CV, please be aware that this CV **will not** be considered as part of the recruitment process for this vacancy, therefore please ensure that all relevant information is included within the online application form.

### For Further Information

For more information about this vacancy please contact [Tom.OHare@onr.gov.uk](mailto:Tom.OHare@onr.gov.uk)