

**SKILLS FRAMEWORK FOR WHOLESAL TRADE
SKILLS MAP - HEAD OF REGULATIONS AND TRADE CONTROLS**

Sector	Wholesale Trade			
Track	Finance and Regulations			
Occupation	Regulations and Trade Controls Analyst			
Job Role	Head of Regulations and Trade Controls			
Job Role Description	<p>The Head of Regulations and Trade ensures that the organisation complies with trade regulations and standard operating procedures. He/She develops trade agreement guidelines and due diligence frameworks to ensure minimal risks in the organisation's trade dealings. He also communicates regulatory information and provides guidance to internal stakeholders to ensure compliance across businesses.</p> <p>He leverages regional networks to keep up-to-date on potential fluctuations in regional trade policy regulations and their impact towards the organisation. He possesses strong organisational skills, communication and coordination skills, and guides the organisation to minimise trade risks.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		
	Monitor trade regulations	Escalate changes in laws and regulations for trade controls and impact on business to management and heads of business units		
		Lead adoption of new regulations in line with trade businesses		
		Drive business planning sessions with functional leads to incorporate regulatory requirements changes into functional strategies		
	Review compliance to trade controls	Establish trade controls that are adequate and effective		
		Drive enforcement of trade controls with internal stakeholders		
		Lead collaboration with internal stakeholders to address gaps in threshold variances		
	Establish code of conduct guidelines for trade management	Establish trade code of conduct to reduce risk of non-compliance during trade agreements		
		Influence stakeholders to adopt trade code of conduct		
	Drive collaboration of human resource, technology, finance and continuous improvement initiatives	Lead department's financial budgeting process to acquire funds for department's activities		
		Drive corporate governance measures		
		Manage subordinates' professional and career development		
		Manage department's recruitment and retention efforts		
		Lead technology application to improve productivity and innovation		
Develop revised workplace technology approach for productivity improvement and innovation				
Direct review and analysis of work outcomes to determine effectiveness of processes and procedures				
Formulate process solutions to innovate current work processes				
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies	
	Budgeting	Level 5	Decision Making	Advanced
	Business Performance Management	Level 5	Problem Solving	Advanced
	Business Planning	Level 5	Communication	Advanced
	Business Presentation Delivery	Level 5	Leadership	Advanced
	Change Management	Level 5	Teamwork	Intermediate
	Conflict Management	Level 5		

	Continuous Improvement Management	Level 5		
	Data Mining and Modelling	Level 5		
	Effectiveness Management	Level 5		
	Enterprise Risk Management	Level 5		
	Fraud Risk Management	Level 5		
	Innovation Management	Level 5		
	Internal Controls	Level 5		
	International Trade Legislation Compliance	Level 3		
	Learning and Development	Level 5		
	Manpower Planning	Level 4		
	Market Risk Management	Level 5		
	Organisational Analysis	Level 5		
	Regulatory Risk Assessment	Level 5		
	Resource Management	Level 5		
	Risk Compliance and Governance	Level 5		
	Solutions Design Thinking	Level 5		
	Stakeholder Management	Level 5		
	Strategy Planning	Level 5		
	Systems Thinking Application	Level 5		
	Technology Integration	Level 4		
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.