



The Trade Remedies Authority (TRA) plays an important and rewarding role. We'll be responsible for keeping trade free and fair ensuring that UK business competes on a level playing field after the UK leaves the European Union. Stepping in to investigate complaints of unfair trade, we'll provide essential protection for UK industry, and in turn for the nation's prosperity.

For you, it's an unprecedented career opportunity. Play your part for the UK, make your mark in a new organisation.

A UK approach to trade remedies

Trade remedies protect economies from unfair trading practices – like dumping and subsidies – and unexpected surges in imports. These measures usually take the form of import duties and have until now been imposed by the European Commission. The Government is creating an arm's-length body, the TRA, to handle investigations on behalf of the UK and recommend new remedies to the Secretary of State for International Trade.

You will be responsible for the performance of an entire Investigation team's handling of anti-dumping, subsidy and safeguard investigations and reviews. As they assess complaints and conduct investigations, you'll allocate resources and make sure everyone has the training and skills to succeed. Your rigorous approach to quality assurance will ensure robust decision-making, contributing to recommendations for new measures that foster a level global trading field.

You will work closely with the Joint Chief of Investigations and will be ultimately responsible to the TRA CEO and non-executive Board. With such a broad remit, you will play an integral role in developing the Authority's strategy for the future.

A high-profile role

A law, accounting, audit, economics, business, engineering, sciences, international trade or commercial investigations degree (or equivalent experience) is essential.

Your understanding of operating in an international trade context will set you apart, as well as your ability to lead an effective and cohesive team.

Part of your role may involve domestic and global travel, to engage with colleagues in other Departments, attend international conferences and build relationships with stakeholders and partners around the world. It is important that you can represent the TRA and the UK, operating effectively in high-profile situations. Equally, your team will expect you to be an inspirational leader and mentor too.

This role reports to the Joint Chief of Investigations and has line management responsibility for a team of Lead Investigators (Grade 7).

Role Purpose

The Head of Investigations is a high profile and fast-moving role. You will be responsible for leading and managing the performance of teams on anti-dumping, subsidy and safeguard investigations and reviews, which will underpin the TRA's evidence-based recommendations for trade remedy measures.

You will provide quality assurance and sign-off at key stages of the team's investigations and will independently review the work undertaken by other teams, providing input into the strategic direction of the unit and its business plans and resource requirements. You will ensure that effective challenges and scrutiny mechanisms within the Unit's governance are carried out to counter any bias.

This role will lead on developing key partnerships with other teams such as Legal, Economic and Policy as well as corporate services such as HR, Finance, Commercial and Communications. You will also have the opportunity to shape your role as the organisation grows.

The Head of Investigations will...

- Lead teams by overseeing and coordinating case management across a portfolio of investigations and reviews, contributing to the delivery of project and departmental objectives and prioritising work streams and resources;
- Plan strategic objectives and ensure that the team achieves these, setting direction and providing guidance where needed. Support ongoing staff training and contribute to development and progression;
- Work closely with the Joint Chief of Investigations, Head of Legal and Head of Analysis to ensure the consistency of procedures in relation to investigations, reviews and appeals;
- Build and maintain positive relationships and strategic partnerships with internal and external stakeholders at all levels;
- Take responsibility for ensuring that timely, high quality and robust investigation casework is undertaken by the TRA, taking account of and escalating risks as appropriate;
- Take responsibility for the conduct of investigations and be accountable to the TRA CEO and non-executive Board for the decisions made in the management and associated investigation costs;
- Line manage, support and mentor staff to deliver high quality results and appropriate career development opportunities;
- Promote and proactively share best practice across the organisation.

As a key member of the leadership team, you will be expected to play an active role in the on-going corporate management and development of the organisation, including building and maintaining relationships with key stakeholders.

We expect all our senior leaders to be:

- **Inspiring** – about their work and its future
- **Confident** – in their engagement with others
- **Empowering** – to allow their teams to deliver

<https://www.gov.uk/government/publications/civil-service-leadership-statement/civil-service-leadership-statement>

Travel

As part of the remit, the post holder may be required on occasion to travel both domestically and internationally for activities such as engaging with colleagues in other Departments, attending international conferences, conducting verification visits, and consulting with stakeholders and partners.

Essential and Preferred Experience

You're an influential personality, comfortable in high-profile situations. Your understanding of operating in an international trade context will set you apart, as well as your ability to build and lead an effective team.

You'll have a degree or equivalent, as well as significant practical post-qualification work experience in one of the following:

- Law
- Accounting
- Audit
- Economics
- Business
- Engineering
- International trade
- Commercial investigations

And you also have experience/knowledge of:

- Trade remedies
- Trade policy
- International trade laws, or,
- The WTO dispute settlement system.

Personal Attributes and Skills

The successful candidate must be able to demonstrate the following:

Essential:

- Excellent communication skills, experience of dealing with senior internal and external stakeholders.
- Significant experience in leadership, managing, coaching and motivating staff including managing performance, development and overseeing delivery of work

- The ability to think strategically and creatively, see issues in their wider context and advise accordingly
- Reliable judgement and an appreciation of risk
- The ability to drive sound analysis using complex information to produce timely and fit for purpose advice
- Experience in leading large teams

It is desirable if you have:

- Experience of trade remedies investigations or experience managing bilateral or multilateral negotiations;
- Experience of working in the international trade remedies sector and/or one or more sectors governed by economic regulation.

Staff transfer

The TRA will be established by the Government's Trade Bill, which is currently being considered by Parliament. For the TRA to be legally established, parliamentary approval of the Trade Bill is required, as is standard. In anticipation of receiving this, the successful candidate will initially be engaged by DIT. Following parliamentary approval, the intention is that the successful candidate will transfer to the TRA as a permanent member of staff and, at this point, their role in DIT will end. For existing Civil Servants on loan, a new loan agreement between their home department and the TRA will be agreed and will replace the initial loan agreement with DIT.