

Job Title: Apprentice Trading Standards Officer
Apprentice Grade: 10*

Level 6 Trading Standards Professional (Tobacco & Vapes legislation)

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- **Ambitious** – We are ambitious for our communities and citizens
- **Courageous** – We recognise our challenges and are prepared to make courageous decisions
- **Empowering** – We empower and support our people by giving them the opportunity to do their jobs well

About the Service

Insight has evidenced that Staffordshire is a great place to live. Most families are happy, safe and have loving homes, however there are some families who face challenges that mean that they cannot thrive in the way that they want to. We are committed to developing a system and a way of working that will enable Staffordshire's children to thrive within their own families and communities by addressing the root causes of difficulties for the whole family at the earliest point.

The Trading Standards service has responsibility for the enforcement of regulation across a wide variety of legislation. The service aims to prevent harm and/or financial loss to consumers by working with business to ensure compliance and a fair-trading environment

Reporting Relationships

Responsible to: Trading Standards Team Leader

Responsible for: TBC

Key Accountabilities:

1. Support enforcement of trading standards legislation and work towards undertaking activities to detect and investigate offences as appropriate and to work towards initiation of alternative enforcement action where appropriate circumstances apply.
2. During year 1, work towards production of simple reports for prosecution or injunctive action including safe custody of documentary evidence and exhibits for production in court. For year 2 and beyond complexity of reports will increase, including the requirement to give evidence in court when necessary.
3. Support activities to work with businesses, trade associations and other appropriate organisations to increase compliance rates amongst businesses including inspection and sampling and business advice visits as required.
4. During year 2, work towards supporting the appropriate Team Leader Trading Standards in ensuring that the activities of the team are undertaken in accordance with risk-based principles utilising an intelligence-led approach and are in line with departmental priorities.

5. Once established in post, to participate in tasking discussions /meetings as appropriate and to work towards actioning any allocated tasks.
6. Once established in post, during Year 1 provide basic advice and guidance on trading standards issues including liaison with other enforcement bodies (complexity will increase in Year 2 and beyond) and during Year 2 work towards acting as Primary Authority officer as required, and to support, recognise and act upon opportunities to develop income generation activity for the department.
7. To work towards and support maintaining quality assurance and other control systems (e.g. Property/TS databases) and records including maintaining the accuracy of all types of weighing and measuring equipment.
8. Once established in post during Year 2 and beyond, provide support, direction, guidance and supervision when working with less experienced members of the team on specific activity.
9. Once established in post, work towards supporting the development of positive working relationships with partner agencies including participation as required in regional meetings and project working.
10. To work towards keeping informed of all legislative and technical developments affecting the Service.
11. Once established in post, work towards participation in the testing of Civil Contingency Planning (e.g. Business Continuity Plans and Disaster Plans).
12. To work towards undertaking any other duties required by Management which are commensurate with the grading of the post.

Some working outside of normal hours is expected and the postholder may be expected to share in a 24-hour emergency call-out rota.

Special Conditions:

13. The position is subject to an enhanced disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this can be found within the Staffordshire County Council's employment policy 10.

Other information:

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally / regionally / nationally.

This post has no political restriction.

** National Apprentice/Minimum/Living Wage Annual Salary from April 2025 (dependent on age)*

Learner Profile

The Department of Health and Social Care (DHSC), as the funding body, has specified that use of the funding provided to Local Authorities is for new apprentices only onto the three-year Level 6 programme. These apprentices must be new recruits and not existing staff transferred over from another course. These apprentices should also be new to the profession, with no prior associated qualifications (Regulatory Compliance Officer or CTSI Stage 1), and be specifically recruited to the role.

<https://youtu.be/RnIUIQFXR28> - CSA apprenticeships

<https://youtu.be/k-WLTUS1uYs> - Apprenticeship myths and misconceptions

Apprenticeship duration 29 months maximum (24 months for learning delivery plus five months for End Point Assessment).

Upon completion of the Apprenticeship learners are expected to undertake specialist module study Food Standards*, Animal Feed*, Animal Health & Welfare (*transition to FSA certification via a CTSI oral exam and successful coursework assessment), Weights & Measures** (additional study with the CTSI for the Section 73 Certificate to become a qualified Weights & Measures Inspector), and Product Safety and become competent in enforcement in those areas.

The qualification requirements listed in the below specification represent the minimum entry requirements for development towards the Level 6 Trading Standards Professional apprenticeship. These are vocational qualifications demanding considerable commitment, including possible attendance at residential courses and personal study time outside normal office hours.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

Financial Management

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

People Management

Engaging with People Management policies and processes

Equalities

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

Delivering energy conservation practices in line with the Council's climate change strategy.

Health and Safety

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

Safeguarding

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

Person Specification

A = Assessed at Application
 I = Assessed at Interview
 T = Assessed through Test
 C= Certificate

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	<p>Qualifications</p> <ul style="list-style-type: none"> A good basic education with 5 GCSEs at Grades A-C including English and Mathematics or equivalent NVQ2 level qualifications sufficient to meet the academic entry requirements for the level 6 Trading Standards apprenticeship. Willing to undertake the Level 6 Trading Standards Professional (Tobacco & Vapes legislation) Apprenticeship and work towards professional trading standards qualifications: <p>Food Standards*, Animal Feed*, Animal Health & Welfare (*transition to FSA certification via a CTSI oral exam and successful coursework assessment), Weights & Measures** (additional study with the CTSI for the Section 73 Certificate to become a qualified Weights & Measures Inspector), and Product Safety and become competent in enforcement in those areas.</p> <p>Stage 1 of the Chartered Trading Standards Institute’s professional competency framework (CPCF) – the Trading Standards Practitioner Certificate (TSPC) and/or</p> <p>Stage 2 of the Chartered Trading Standards Institute’s professional competency framework (CPCF) – the Trading Standards Practitioner Diploma (TSPD).</p> Full current driving license (special arrangements will be considered in line with the Equality Act 2010) 	<p>A/I</p> <p>A/I</p> <p>C</p>
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Relevant work experience in a regulatory, retail or other relevant environment with good administrative ability and IT literacy Willing to obtain breadth of experience across trading standards areas of work Working towards experience of criminal investigation and completion of criminal investigation reports 	<p>A/I</p> <p>A/I</p> <p>A/I</p>

	<ul style="list-style-type: none"> • Working towards experience of Project working • Willing to work towards in-depth knowledge of Trading Standards matters, criminal, civil and procedural legislation. • Working towards knowledge of IT systems. • Working towards knowledge of current issues relating to trading standards. • Working towards awareness of National and Local Government policy in regulatory services 	A/I A/I A/I A/I A/I
	<p>Skills</p> <ul style="list-style-type: none"> • Excellent customer service and interpersonal skills to form effective diverse working relationships with colleagues and partners. • Ability to communicate ideas and facts clearly to a variety of people. • Innovative approach to problem solving. • Ability to fully understand, interpret and implement complex legislation and plans. • Ability to manage conflict and difficult situations effectively. • IT skills for competent use of appropriate systems • Ability to work on own or as part of a team • Ability to manage workloads with competing demands • Ability to meet service targets and understand the importance of doing so 	A/I A/I A/I A/I A/I A/I A/I A/I A/I A/I

This post is designated as a casual/essential car user



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting

Talent & Resourcing Team 01785 278300