

# Job Title: Trading Standards Officer

## Grade: 10

### **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 areas and almost three hundred pieces of legislation. The service aims to support businesses to grow by ensuring a sustainable trading environment through the provision of compliance advice whilst taking enforcement actions against doorstep criminals to keep people safe and protect vulnerable communities in Staffordshire from harm and / or financial loss.

### **Our Trading Standards Priorities:**

- **Prevention** – working with partners to reduce offending.
- **Supporting the local economy** – enabling businesses to be compliant
- **Safeguarding** - our most vulnerable residents
- **Enforcement** – taking proportionate action against offenders.

### **Reporting Relationships**

**Responsible to:** Trading Standards Team Leader

**Responsible for:** None

### **Key Accountabilities:**

1. To enforce trading standards legislation and undertake detection and investigation of offences as appropriate and to initiate alternative enforcement action where appropriate circumstances apply.
2. To produce reports for prosecution or injunctive action including safe custody of documentary evidence and exhibits for production in court, and to give evidence in court when necessary.
3. 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. To support 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. To participate in tasking discussions /meetings as appropriate and to action any allocated tasks.
6. Provide advice and guidance on trading standards issues including liaison with other enforcement bodies and acting as Primary Authority officer as required, and to recognise and act upon opportunities to develop income generation activity for the department.
7. To maintain 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. To provide direction, guidance and supervision when working with less experienced members of the team on specific activity.
9. To assist in the development of positive working relationships with partner agencies including participation as required in regional meetings and project working.
10. To keep informed of all legislative and technical developments affecting the Service.
11. To participate in the testing of Civil Contingency Planning (e.g. Business Continuity Plans and Disaster Plans).
12. To undertake 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 an essential car user.

**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.

**Environment**

Deliver a reduction in the Councils' environmental impact through a proactive focus on key priorities to support the economy, nature and communities.

**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><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Diploma /DCATS in Trading Standards or equivalent</li> <li>• Full current driving license (special arrangements will be considered in line with the Equality Act 2010)</li> </ul>	<p>A/C A/C</p>
	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Wide range of experience in Trading Standards enforcement.</li> <li>• Experience of criminal investigation and completion of criminal investigation reports.</li> <li>• Experience of Project working.</li> <li>• In depth knowledge of Trading Standards matters, criminal, civil and procedural legislation.</li> <li>• Knowledge of IT systems.</li> <li>• Knowledge of current issues relating to trading standards.</li> <li>• Awareness of National and Local Government policy in regulatory services</li> </ul>	<p>A/I  A/I  A/I A/I  A/I A/I  A/I</p>
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal skills to form effective diverse working relationships with colleagues and partners.</li> <li>• Ability to communicate ideas and facts clearly to a variety of people.</li> <li>• Innovative approach to problem solving.</li> <li>• Ability to fully understand, interpret and implement complex legislation and plans.</li> <li>• Ability to manage conflict and difficult situations effectively.</li> <li>• Ability to fully understand, interpret and implement</li> </ul>	<p>A/I  A/I  A/I A/I  A/I  A/I</p>

	<p>complex legislation and plans.</p> <ul style="list-style-type: none"> <li>• Ability to manage conflict and difficult situations effectively</li> <li>• IT skills for competent use of appropriate systems</li> <li>• Ability to work on own or as part of a team</li> <li>• Ability to manage workloads with competing demands</li> <li>• Ability to meet service targets and understand the importance</li> <li>• Ability to meet service targets and understand the importance of doing so</li> </ul>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
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\*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.

This scheme will also apply to Care Leavers and Armed Forces/Veterans.

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**