

**Job Description**

**Job Title: Senior Trading Standards Officer (Age-restricted products)**

**Salary Grade: Grade 8**

**Job Family: Regulatory and Technical**

**Job Profile: RT5 + Working Conditions**

**Directorate: Economy and Place**

**Work Environment: Various locations throughout the City**

**Reports to: Trading Standards and Licensing Manager**

**Number of Reports: Senior Consumer Protection Officers**

**Purpose:**

To enforce and advise on the full range of criminal Trading Standards legislation, including weights and measures, and provide comprehensive assistance and advice to the public and businesses in order to promote a fair and safe trading environment.

To particularly focus on the use of legal and other tools to reduce the harms to health associated with age-restricted products (including alcohol and tobacco).

**Key Responsibilities:**

* To undertake enforcement of Trading Standards legislation including weights and measures and animal health
* To act as the service lead on the enforcement of the legislation relating to age-restricted products (including alcohol and tobacco) with the aim of . reducing the harms associated with those products across the City.

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* Contribute to business planning and management of projects relating to age-restricted products.
* Use computer systems to accurately record work undertaken and to evaluate data for service and project planning.
* Provide data in order to answer requests for information.
* Conduct complex investigations into breaches of Trading Standards legislation, obtain statements, interview suspects and witnesses and produce prosecution reports.
* Attend court as required for prosecutions, obtaining warrants and submitting applications for surveillance authorisations.
* Prepare and present reports to the Council’s committees as required.
* Serve notices and fixed penalties when proportionate to the legislative breach.
* Make representations under the Licensing Act 2003 and make applications for the review of premises licences under the Licensing Act 2003.
* Develop intelligence to inform policy making and delivery of operational work.
* Plan and deliver a programme of surveillance and enforcement activities across the City in relation to test purchasing of age-restricted products and other illegal sales of alcohol and tobacco products.
* Lead on preparing responses on behalf of the service with regard to Government proposals concerning tobacco and alcohol legislation and ensuring that any changes to service policies and guidance necessitated by national developments are implemented.
* Plan and deliver non-statutory activities which are intended to reduce the harms to health associated with age-restricted products including the development and implementation of Best Bar None and Responsible Retailer schemes.
* Supervise the delivery of a programme of training of persons employed within the night time economy including the safeguarding of vulnerable patrons and the avoidance of sales of alcohol to inebriated people.
* Work with partner agencies to deliver on all aspects of Trading Standards legislation including representing the service on relevant bodies such as Sunderland Tobacco Alliance, Fresh North East and Balance.
* Work with Public Health colleagues on issues relating to alcohol, tobacco and other age-restricted products including participation in relevant publicity campaigns and distribution of material to relevant agencies and traders.

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* Safeguard the welfare of any young people who volunteer to assist the Council in relation to age-restricted products.
* Work flexibly as part of a team and assist in the training of colleagues in order to improve the capabilities of the service.
* Supervise colleagues in undertaking service delivery.
* Undertake training as required.
* Undertake any other duties assigned that are commensurate with the grade of the post.

Comply with the principles and requirements of Data Protection legislation in relation to the management of Council records and information.

Comply with the principles and requirements of the Freedom of Information Act 2000.

Comply with the Council’s information security standards, and requirements for the management and handling of information.

Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy and rules and with Health and Safety legislation.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**Date: January 2019**