

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services & Transport		Service Area: Trading Standards
JOB TITLE: Trading Standards Officer / Senior Trading Standards Officer		
GRADE: Currently K-L		
REPORTING TO: Trading Standards Manager		
1.	JOB SUMMARY: To provide operational support to the Trading Standards Manager across a range of statutory duties and other responsibilities to ensure effective and efficient delivery of the Trading Standards Service, in accordance with relevant legislation, allocated resources and best practice guidance.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	To undertake the inspection of trade premises and the testing, verification, examination and sampling of equipment, goods, services and facilities for the purpose of ensuring compliance with statutory requirements.	
2.	To provide relevant advice and guidance to members of the public, businesses and other agencies on Trading Standards functions / legislation.	
3.	To plan, carry out and report on specific project works / campaigns coming within the remit of Trading Standards, identified via the Service Plan or other appropriate means.	
4.	To carry out investigations into suspected breaches of Trading Standards legislation including frauds and unsafe practices, and to identify, recommend and carry out appropriate courses of action. In more serious case this will involve the preparation of formal reports for the institution of legal proceedings.	
5.	To disseminate and handle intelligence and related information in accordance with established procedures and recognised guidelines.	
6	To prepare and maintain accurate records, statements, exhibits, reports and prosecution files regarding inspections, visits and investigations, containing sufficient detail to support legal proceedings when necessary.	
7	To represent the Service at specific committees, groups, panels and meetings as required, including regional and national working parties.	
8	To act as a witness in relation to legal proceedings in court and other tribunals when necessary.	
9	To keep apprised on legislative and technical developments and provide briefings to the Trading Standards Manager and other persons as required and maintain continuing professional competency for the purposes of food standards and/or animal feed hygiene work.	
10	To assist in the training, development and supervision of other members of staff as required.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)



PERSON SPECIFICATION

Job Title/Grade	Trading Standards Officer / Senior Trading Standards Officer	Currently K-L
Directorate / Service Area	Community Services & Transport	Trading Standards
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Diploma in Trading Standards (or equivalent) including legal metrology and food standards modules	Additional qualification in a related field e.g. Lead Auditor qualification, law degree etc.	Application form
Experience	Experience of working across a wide range of Trading Standards legislation Experience and knowledge of legal processes and legal paperwork	In-depth / specialist knowledge of an area of Trading Standards legislation / legal procedures	Application / Interview

<p>Knowledge & Skills</p>	<p>Excellent report writing skills</p> <p>Well-developed investigation / evidence gathering skills</p> <p>Ability to interpret, understand and apply legislation and related guidance</p> <p>Ability to work as part of a team</p> <p>Excellent negotiating and persuading skills</p> <p>Competent in the use of PC based IT systems</p> <p>Excellent communication skills, both oral and written, across a wide range of different formats and situations</p>		<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement</p> <p>Ability to analyse information and solve problems logically</p> <p>Ability to be assertive and confident when dealing with situations involving conflict</p> <p>Ability to organise own workload and work on own initiative</p>		<p>Application / Interview</p>

	Ability to work to deadlines Ability to work effectively under pressure Highly motivated, energetic and not easily discouraged		
Other requirements	Ability to travel around the Borough for work purposes Ability and willingness to work outside normal office hours		

Person Specification dated July 2021