

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Neighbourhoods		Service Area: Trading Standards & Licensing
JOB TITLE: Trading Standards Enforcement Officer		
GRADE: J		
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 be responsible for the enforcement of Trading Standards legislation through the inspection of trade premises, test purchasing, sampling and all other relevant means and to collect evidence with a view to the institution of legal proceedings when necessary.
	2.	To undertake investigation of consumer complaints and other suspected irregularities and accurately record and monitor enforcement activity in accordance with internal processes and/or statutory requirements.
	3.	To prepare accurate records, reports and prosecution files regarding inspections, visits and investigations, containing sufficient detail to support legal proceedings when necessary.
	4.	To act as a witness in relation to legal proceedings in court and other tribunals when necessary.
	5.	To provide relevant advice and guidance to members of the public, businesses and other agencies on Trading Standards functions / legislation.
	6.	To represent the Service at specific committees, groups, panels and meetings as required.
	7.	To liaise with and assist, other agencies, bodies and organisations in order to ensure effective and efficient service delivery.
	8.	To disseminate and handle intelligence and related information in accordance with established procedures and recognised guidelines.
	9.	To plan, carry out and report on specific project works coming within the remit of Trading Standards, identified via the Service Plan or other appropriate means.
	10.	To keep appraised on legislative and technical developments and provide briefings to the Trading Standards Manager and other persons as required.
	11.	To work out of normal working hours. To include evenings, weekends & occasional Bank Holidays.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade 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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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)	Leanne Maloney-Kelly		09/26
Job Description agreed by: (Post holder)			

Job Description dated September 2026

PERSON SPECIFICATION

Job Title	Trading Standards Enforcement Officer	Grade	J
Directorate	Neighbourhoods	Service Area	Trading Standards & Licensing
Post Ref			

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Educated to graduate level in a directly relevant subject area or an equivalent level of knowledge gained from demonstrable direct work experience	Qualification/training in enforcement related discipline Foundation qualification within the Trading Standards Qualification Framework or the Diploma in Consumer Affairs or equivalent.	Application Form
Experience	Experience of working in an enforcement related background Experience and knowledge of legal processes and legal paperwork Experience and knowledge of trading standards legislation and procedures	Experience of giving evidence in court	Application Form / Interview
Skills	Investigation/evidence gathering skills Report writing skills Team working skills Negotiation Skills IT skills		Application Form / Interview

Specific behaviours relevant to the post	Ability to think widely and solve problems logically Ability to be assertive where appropriate Ability to organise own workload Ability to work to deadlines Ability to communicate both orally and in writing with a wide range of people Highly motivated, energetic and not easily discouraged Ability to travel around Borough Ability and willingness to work outside normal office hours		Application Form / Interview
---	--	--	-------------------------------------

Person Specification dated

September 2026

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Neighbourhoods	SERVICE AREA: Trading Standards & Licensing
JOB TITLE: Trading Standards Enforcement Officer	
JOB LOCATION / BUILDING: 16 Church Road (And within the Community in Borough of Stockton on Tees)	
REPORTING TO: Trading Standards Manager Team	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	x	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	Y	
Any Other: Please identify any other known risks associated with this job role.		N

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Leanne Maloney-Kelly

Date: 22/09/26

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk