

JOB DESCRIPTION

Neighbourhood and Regulatory Services

JOB TITLE:	TRADING STANDARDS APPRENTICE
DIVISION:	PUBLIC PROTECTION
GRADE:	BAND 8 £29,542.00 - £31,015.00 (Subject to Job Evaluation)
RESPONSIBLE TO:	TRADING STANDARDS & LICENSING MANAGER
POST REFERENCE:	TBC

Purpose of Post

- To develop skills, knowledge and experience in all aspects of the Trading Standards Service whilst working towards an appropriate qualification in Trading Standards.
- To provide appropriate technical advice.
- To assist Trading Standards Officers.

Key Relationships

- To work with all sections of the community, including businesses, individuals & groups in promoting compliance with relevant legislation.
- To work in partnership with other agencies to co-ordinate programmes of work.
- To establish & maintain liaison with all relevant agencies.
- To liaise with other council services to ensure efficient & effective service delivery.

Main Duties and Responsibilities

- To attend apprenticeship workshops, educational sessions and other Council training development sessions, such as local induction sessions in line with the apprenticeship post. To work towards achievement of The Level 6 Trading Standards Professional (Tobacco and Vapes) Apprenticeship
- To complete on and off the job training in line with your apprenticeship standard and attend apprenticeship training days (be able to travel to college/training provider location if required)
- To work with an assessor/mentor to develop a work-based portfolio. To work towards your Apprenticeship EPA (End Point Assessment) gateway.
- To gain and maintain knowledge and understanding of policies and procedures relevant to the role.
- Under supervision, plan and carry out inspections, visits, investigations and other relevant activities in relation to Trading Standards, Food Standards, Animal Health & Welfare, Smoke Free and Licensing.
- Under supervision, take appropriate enforcement action under relevant legislation.
- To assist in the planning, research and implementation of the sampling plan, surveys and projects and the reporting of such.
- To assist in the development and implementation of educational, advisory and promotional activities.
- To assist in the preparation of case files, provide statements of evidence for legal proceedings and appear as necessary in Court as a Council witness.
- To assist and contribute to the aims, targets and objectives of the Division, Neighbourhood and Regulatory Services Department and the Council.
- To establish and develop effective working relationships with other council services and outside organisations.
- To prepare reports and attend meetings as required.
- To plan own workload to ensure agreed deadlines are met.
- To maintain and develop professional competence.
- To carry out related administrative work.
- To participate in staff development in the section.

- To carry out any other duties reasonably expected of an Trading Standards Apprentice, and which might reasonably be required or allocated by more senior staff.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 9th October 2026

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.