

# Post Specification

## Post Specification - Key Information

- **Post Title: Trading Standards Officer**
- **Date: February 2024**
- **Post Group Number: 6323**
- **Job Family: RT**
- **Job Family Role Profile: RT13**
- **Final Grade: RT14 (50 JWC's)**

To be read in conjunction with the job family role profile.

## Service Area Description

Westmorland and Furness Trading Standards Service promotes a fair, healthy and safe trading environment by protecting consumers, supporting local businesses and protecting animal health and welfare.

## Purpose of this Post

To act as lead officer in the provision of legal and technical advice to the Westmorland and Furness Council, companies and individuals on Trading Standards issues. To inspect local business including agricultural businesses to ensure compliance with consumer protection legislation and animal health and food chain legislation. Where appropriate to provide legal advice and investigate criminal offences and unfair trading practices with a view to reporting for formal legal action.

## Key Job Specific Accountabilities

- To act as subject lead and provide advice, interpretation, guidance, on Trading Standards issues and to disseminate this information to staff and members.
- To conduct all aspects of investigations into alleged criminal and/or unfair trading practices, and to oversee investigations of appropriate officers.
- To conduct risk based programmed and reactive inspections, sampling, testing and assessing of products from local businesses to ensure compliance with consumer legislation.
- Provide business support and technical/legal advice to businesses based in Westmorland and Furness to encourage consumer protection and economic growth.
- Prepare plan and deliver enforcement, consumer/community education and marketplace investigations operations and campaigns.

*Please note: Annual targets will be discussed during the appraisal process.*

## Key Facts and Figures of the Post

- **Budget Responsibilities:** Contribute to monitoring expenditure and income
- **Staff Management Responsibilities:** None
- **Other:** None

## Essential Criteria

- **Qualifications:**
  - Diploma in Trading Standards, or Diploma in Consumer Affairs including Animal Health module, or DCATS with 60 points (to include food and metrology) or Trading Standards Practitioner Diploma (Food Standards unit as desirable) or equivalent professional qualification.
- **Knowledge:**
  - Proven experience and competence to undertake and lead complex investigations into criminal offences or unfair trading practices.
- **Experience:**
  - At least 3 years' experience in Trading Standards and/or Animal Health, and evidence of continuous professional development.
- **Expertise:**
  - Excellent verbal and written communication skills to a variety of different audiences.
  - Ability to plan and prioritise workloads.

## Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- **The level of check required is:**
  - DBS Enhanced - Children

## Job Working Circumstances

- **Emotional Demands:** The post holder may be involved in dealing with challenging situations and dealing with distressed people.
- **Physical Demands:** The post holder may be required to lift and carry equipment, weights and measures and may be expected to work in awkward or confined spaces.
- **Working Conditions:** The post holder may be expected to work in adverse weather conditions and be exposed to noise, mildly hazardous substances, dust and chemicals. The post holder may be expected to deal with adverse people behaviour including aggression.

## Other Factors:

- To model and display the corporate standards of behaviour.
- Ability to travel throughout Westmorland and Furness.
- To conduct underage test purchasing exercises for age restricted goods to ensure compliance with legislation. During this activity, the post holder will have direct supervision of a child under the age of eighteen. The post holder will be required to transport the minor to and from identified locations.