

**Job Description**

**Job Title: Senior Trading Standards Officer**

**Salary Grade: Grade 8**

**SCP: 31 - 35**

**Job Family: Regulatory and Technical**

**Job Profile: RT5 + Working Conditions**

**Directorate: Neighbourhoods**

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

**Reports to: Principal Trading Standards Officer**

**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.

**Key Responsibilities:**

* To undertake enforcement of Trading Standards legislation including Product Safety, Fair Trading, Weights and Measures and Quality (animal health and food standards).
* To act as the service lead on matters related to product safety legislation (excluding age-restricted products).
* Use computer systems to accurately record work undertaken and to evaluate data for service and project planning.
* Conduct complex investigations into breaches of Trading Standards legislation, obtain statements, interview suspects and witnesses and produce reports for criminal prosecution or civil enforcement.
* 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.
* Assist in the delivery of 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.
* Work with partner agencies to deliver on all aspects of Trading Standards legislation including representing the service at relevant forums.
* Work proactively with colleagues in other Council service areas to deliver common objectives.

.

* Work flexibly as part of a team and assist in the training of colleagues in order to improve the capabilities of the service – supervising their work where necessary.
* Undertake training as required.
* Undertake any other duties assigned that are commensurate with the grade of the post.
* A commitment to continuous improvement.
* To promote and champion a positive organisation- wide culture that reflects the Council’s values
* Comply with the principles and requirements of the Freedom of Information Act 2000 and assist as required in the provision of data for answering requests for information.
* Comply with the Council’s information security standards, and requirements for the management and handling of information.
* 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: October 2019**