**Job Description**

**Job Title: Consumer Protection Officer**

**Salary Grade: Grade 4**

**Job Family: Regulatory and Technical**

**Job Profile: RT4A**

**Directorate: Economy and Place**

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

**Reports to: Trading Standards Officers**

**Number of Reports: None**

**Purpose:**

To enforce and advise on the full range of criminal Trading Standards legislation, excluding weights and measures, and provide assistance and advice to the public and businesses to promote a fair and safe trading environment.

To carry out the licensing of pet shops, riding establishments, animal boarders and performing animals and assist with other animal health duties.

To investigate and take enforcement action in relation to potential trading standards offences in the private rented sector in relation to The Redress Schemes for Lettings Agency Work and Property Management Work, The Tenant Fees Act 2019, Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2016 and other relevant legislation.

**Key Responsibilities:**

* To carry out enforcement of Trading Standards legislation.
* Undertake inspections and complete the licensing procedure for companion animals.
* Use computer systems to accurately record work undertaken and to evaluate data for service and project planning.
* Provide data in order to answer requests under the Freedom of Information Act 2000.
* Conduct investigations into breaches of Trading Standards legislation, obtain statements, interview suspects and witnesses and produce prosecution reports.
* Attend court as required for prosecutions, obtaining warrants and submitting applications for surveillance authorisations.
* Serve notices and fixed penalties when proportionate to the legislative breach.
* Develop intelligence to inform policy making and delivery of operational work.
* Assist in a programme of intelligence led underage sales exercises.
* Work with partner agencies to deliver on all aspects of Trading Standards legislation.
* Work flexibly as part of a team and assist in the training of colleagues to improve the capabilities of the service and to undertake training to improve skills.
* From time to time the post will require officers to work outside normal working hours to meet service requirements.
* Undertake any other duties assigned that are commensurate with the grade of the post.
* Undertake training for statutory qualification in companion animal licensing.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

The post holder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must 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