

## Kent County Council

### Job Description: Vape Compliance Officer

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<b>Directorate</b>	Growth, environment and Transport
<b>Unit/Section</b>	Public Protection / Trading Standards
<b>Grade</b>	KR8
<b>Responsible to</b>	Operations Manager, Consumer and Public Protection (case supervision from Principal Trading Standards Officer)

#### **Purpose of the Job:**

The Vape Compliance Officer will plan the day-to-day activity in delivering a defined programme to tackle the underage sales of e-cigarettes. Activity will include prioritisation and conducting advisory visits to retail premises in the county, ensuring that all premises identified as high risk receive advice and are subsequently tested. The Vape Compliance Officer will be expected to gather evidence and seize illegal vapes when identified and be able to refer repeat offenders for further investigation. The role is for 12 months with a view to a further extension during which the officer will be expected to develop further approaches to tackle persistent non-compliance.

#### **Main duties and responsibilities**

1. Design, develop and coordinate a scheme to identify traders in Kent who sell e-cigarettes / vapes, to help them trade within the law and provide comprehensive support on underage sales.
2. Oversee the day to day administration of the programme, providing best practice advice and share information to ensure a consistent response within the team.
3. Carry out audits of the retailers' preventative systems and conduct checks including the use of challenge 25 test purchasing in the initial phase and at regular determined intervals to determine effectiveness of those systems. Lead on problem solving focused interventions when required.
4. Develop and deliver retail staff training to these businesses across Kent.
5. Create a working partnership with KCC communication teams to publicise the aims, objectives and outcomes of the activities. Emphasising a clear route for traders and the public to report vape issues.
6. Co-ordinate proactive local initiatives working with youth workers, local authorities and wider partners to promote appropriate supply and use of vape products
7. Assess internal intelligence reports / complaints on underage sales of vapes, in connection with trends from PH observatory to enable resources to be targeted to high demand areas of the county in a timely manner, for appropriate levels of intervention. local reporting of any under age sales of vape incident and consider what appropriate action should be taken PH observatory
8. Update, modify and retrieve data, preparing standard and non-standard reports, cross-checking data held on different systems to ensure accuracy and developing new systems to meet information needs in order to provide accurate and reliable information, on which management decisions can be made and present this and other information in reports to Senior managers and PH as required.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Vape Compliance Officer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Diploma level 3 + Maths, English at GCSE minimum grade C or 4</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an advisory or regulatory environment.</li> <li>Experience of conducting compliance visits.</li> <li>Experience of working with and developing links with partner agencies.</li> <li>Experience of supporting members of staff.</li> <li>Experience of using IT including MS Office and databases.</li> <li>Experience of adapting a message to influence change.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Computers, face to face comms, problem solving</li> <li>Ability to work effectively with only minimal supervision.</li> <li>Ability to provide advice and assistance to colleagues, businesses and partner agencies.</li> <li>Ability to interpret legislation</li> <li>Good IT skills – ability to use a wide range of databases to record information accurately.</li> <li>Good verbal and written communication skills.</li> <li>Ability to innovate.</li> <li>A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li> <li>Commitment to equalities and promotion of diversity in all aspects of working</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good knowledge and understanding of the relevant legislative frameworks.</li> <li>Awareness of key statutory controls including disclosure, protection of freedoms, PACE, CPIA, and HRA</li> </ul>
<b>Kent Values and Cultural Attributes</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>We are <b>curious</b> to innovate and improve</li> <li>We are <b>compassionate</b>, understanding and respectful to all</li> <li>We are <b>strong together</b> by sharing knowledge</li> <li>We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p>

	<p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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