

# Kent County Council

## Job Description: Trading Standards Legal Officer

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Division:</b>	<b>Environment, Planning and Enforcement</b>
<b>Group:</b>	<b>Public Protection</b>
<b>Location:</b>	<b>Henwood, Ashford</b>
<b>Grade:</b>	<b>KR11</b>
<b>Responsible to:</b>	<b>Head of Trading Standards</b>

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

To provide dedicated legal advice, guidance and case management support to the Trading Standards Service. To oversee and develop the Legal Service provision in Trading Standards

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

1. Provide legal input into Service needs, decision and processes, to ensure that operational activity is lawful, proportionate and effective and to protect Kent County Council and raise any concerns to the Monitoring Officer
2. Provide legal advice to officers and managers as they carry out case investigations, making recommendations to ensure appropriate action is in line with relevant legal codes, Enforcement Concordat and departmental policy on the institution of criminal or civil legal proceedings.
3. Evaluate the contents of completed reports received and ensure that they comply with all legal processes, best practice and precedent and all evidence is of a standard appropriate to secure an effective legal outcome.
4. Prepare cases for court, including the preparation of relevant documents and papers, to manage them through the court process liaising with County Legal Services, Counsel, defendant(s) or their legal representatives, Magistrates' Court, Crown Court or County Court to ensure an efficient and effective legal process, including managing witnesses liaison and management
5. Attend court to represent the county council and other clients as required.
6. Engage, instruct and provide account management for barristers as required, ensuring value for money at all times.

7. Maintain extensive knowledge of relevant legislation, case law, and best practice. Provide training to managers and officers on changes to law and practice to ensure that all operational activity complies with the highest legal standards.
8. Contribute to the production of the Public Protection and Trading Standards business plans.
9. When appropriate represent the Service at local, county and regional level to ensure that views expressed are in line with service priorities and the furtherance of a fair and safe trading environment and the best interests of the authority from a legal perspective.
10. Develop the Trading Standards Legal service, including identifying and securing opportunities to generate income
11. Carry out such other duties commensurate with the post as the Head of Trading Standards or Head of Public Protection may require.

**The post holder is expected to support and demonstrate our values and culture -**

**Kent Values:**

- We are brave. We do the right thing, we accept and offer challenge
- We are curious to innovate and improve
- We are compassionate, understanding, and respectful to all
- We are strong together by sharing knowledge
- We are all responsible for the difference we make

**Our values enable us to build a culture that is:**

- Compassionate & inclusive
- Working together – building and delivering for the best interests of KCC
- Externally focused – residents, families, and communities at the heart of decision making.
- Flexible/agile – willing to take (calculated) risks
- Empowering – our people take accountability for their decisions and actions
- Curious – constantly learning and evolving.

## Kent County Council

### Person Specification: Trading Standards Legal Officer

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The following outlines the minimum criteria for this post. Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Practising Barrister, Solicitor or Fellow of the Chartered Institute of Legal Executives.</li> <li>• Kent Manager Standard (or able to work towards it)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience of working in the field of Trading Standards or another public protection service.</li> <li>• Experience of directing legal cases.</li> <li>• Experience of managing cases through the court process, both criminal and civil.</li> <li>• Experience of representing a public authority in court.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Excellent case management skills.</li> <li>• Strong team working skills; able to contribute to collective problem solving and creative thinking.</li> <li>• Ability to work with only minimal supervision.</li> <li>• Excellent interpersonal and communication skills, including networking, advocacy and negotiating.</li> <li>• Strong written and verbal communication skills, and ability to identify the right means and language for each message.</li> <li>• Ability to work quickly and under pressure, using initiative and adopting a proactive approach.</li> <li>• Ability to work unsupervised to advise and assist managers, staff and others on complex legal matters.</li> <li>• Ability to train to develop staff.</li> <li>• Ability and willingness to learn new areas of law as required.</li> <li>• Willingness to seek improved ways of progressing cases.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</li> </ul>

	<ul style="list-style-type: none"> <li>• Political awareness, diplomacy and sensitivity.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Thorough practical knowledge of the law relating to Trading Standards.</li> <li>• Thorough knowledge and understanding of court procedure rules and rules of evidence.</li> <li>• An understanding of the political environment in Kent and its potential impact on operations.</li> <li>• Awareness and knowledge of national and regional organisations (public, private and third sector) and their agendas which may impact on Trading Standards.</li> <li>• Awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety and risk.</li> </ul>
<b>Values and Culture</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> <li>• We are curious to innovate and improve</li> <li>• We are compassionate, understanding, and respectful to all</li> <li>• We are strong together by sharing knowledge</li> <li>• We are all responsible for the difference we make</li> </ul> <p><b>Our values enable us to build a culture that is:</b></p> <ul style="list-style-type: none"> <li>• Compassionate &amp; inclusive</li> <li>• Working together – building and delivering for the best interests of KCC</li> <li>• Externally focused – residents, families, and communities at the heart of decision making.</li> <li>• Flexible/agile – willing to take (calculated) risks</li> <li>• Empowering – our people take accountability for their decisions and actions</li> <li>• Curious – constantly learning and evolving</li> </ul>