Kent County Council
Job Description: *Trading Standards Investigator*

Directorate:	**Growth, Environment and Transport**
Unit/Section:	**Trading Standards**
Grade:	**KSD**
Responsible to:	**Operations Manager, Complex Investigations Team**

Purpose of the Job:

To support the Trading Standards Complex Investigations team in building criminal investigation cases, in an accurate and timely manner, in line with legislative requirements and internal policy and procedure. To support the Service on disruption activities and early intervention visits.

Main duties and responsibilities:

1. Assist Trading Standards Officers in the conduct of investigations by –

    a) On instruction, follow lines of reasonable enquiry to support the progression of criminal investigations.

    b) Take criminal witnesses' statements, including the production and retention of exhibits.

    c) Produce personal witness statements and provide evidence in criminal proceedings where necessary.

    d) Following correct continuity rules sample from bulk seizures, secure evidence from experts and maintain accurate property records.

    e) Build case files, including disclosure schedules, throughout investigations and formal criminal proceedings.

    f) Act as second officer, or where appropriate lead, during the formal interviews of suspects.

    g) Support on intelligence led days of disruption and early intervention visits.

2. Support the Service in operational activity as the Operations Manager may direct necessary (such as on entry warrants and other large-scale operations) to assist in delivery of the service.

3. Follow all statutory and professional policies, procedures, and work practices to ensure all activity is provided in a professional, effective, and efficient manner to all service users.
4. Input data onto the information management systems used by Trading Standards to ensure accurate records of all activity undertaken are maintained, and are accurate, lawful, and fit for legal challenge. Adhere to all data management protocols.

5. Work to the Intelligence-led operating model and fully subscribe to the Tasking & Coordination Process. Proactively gather and report intelligence during all duties and completion of all taskings. Ensure information is accurate, of the highest quality and submitted to the Intelligence Team in a timely manner and in the appropriate format.

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

Kent County Council

Person Specification: *Trading Standards Investigator*

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.

	CRITERIA
QUALIFICATIONS	• Educated to GCSE level or equivalent
EXPERIENCE	• Experience in criminal law enforcement. • Completing formal offence reports. • Completing criminal disclosure schedules. • Examining complex information and producing accurate and timely recommendations. • Competent in the production of criminal witness statements. • Experience in formal (PACE) interviews. • Dealing with evidence (the chain of continuity)
SKILLS AND ABILITIES	• Competent use of Microsoft Word and Excel. • Literacy and numeracy skills. • Working with a variety of agencies. • Dealing with hostile, upsetting, or disturbing scenes. • Inquisitive and confident. • Innovative
KNOWLEDGE	• Criminal Justice System. • Criminal Procedures and Investigation Act 1996 (CPIA). • Regulation of Investigatory Powers Act 2000 (RIPA). • Police and Criminal Evidence Act 1984 (PACE).

	• Confidentiality of material. • Continuity of evidence. • National Intelligence Model.
KENT VALUES AND CULTURAL ATTRIBUTES	**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: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making