

Kent County Council

Job Description: *Vape Compliance Officer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Trading Standards
Grade:	KSF
Responsible to:	Operations Manager

Purpose of the Job:

To lead the operational and strategic delivery of vape compliance across Kent, focusing on reducing underage sales and removing illegal vape products from the market. The role involves working with partners, retailers, and regional stakeholders to coordinate enforcement, provide guidance, and support public health priorities

This role is a full-time position subject to external funding and will require vetting to work with young people.

Main duties and responsibilities:

- Lead and coordinate vape compliance operations across Kent, targeting high-risk areas and retailers to reduce underage sales and illegal supply.
- Conduct advisory visits to retail premises, assess age-verification systems, and implement Challenge 25 and underage test purchasing.
- Seize illegal or non-compliant vape products and take enforcement action in line with Trading Standards protocols.
- Develop and distribute guidance materials to support compliant trading and raise awareness through media and social platforms.
- Collaborate with Trading Standards colleagues and support local initiatives such as the Local Vapes Action project.
- Represent the service at regional forums and liaise with the TSSE Regional Coordinator and neighbouring authorities to align enforcement strategies.
- Act as a key contact for partner agencies, coordinating joint operations and sharing intelligence to address hotspot areas.
- Maintain accurate records, submit intelligence reports, and provide data to support monitoring, reporting, and public health outcomes

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.

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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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• GCSE (or equivalent) in English and Maths at grade C/level 4
EXPERIENCE	<ul style="list-style-type: none">• Experience of working on defined tasks or projects with minimal supervision (ideally in an advisory, regulatory, or enforcement environment)• Experience of conducting compliance visits, inspections or similar front-line engagement with businesses is desirable.• Experience of using information technology, including MS Office applications and databases, to record and retrieve information
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to work effectively with minimal supervision, demonstrating initiative and reliable independent judgement.• Strong communication skills – able to provide clear advice and guidance to businesses and partner agencies and to influence behaviour change through education and enforcement.• Good written skills for preparing reports and correspondence, and excellent verbal skills for dealing with a range of stakeholders.• Proficient IT skills, with the ability to accurately record results on databases and use data to produce reports.• Good organisational and time management skills – able to plan your work, prioritise high-risk cases, and manage time to maximise output.• A clean 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.• Commitment to equality and to promoting diversity and inclusion in all aspects of work.
KNOWLEDGE	<ul style="list-style-type: none">• Understanding of the current legal framework and guidance relating to age-restricted products – particularly e-cigarettes (vapes) – and an awareness of how this fits within trading standards enforcement.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• 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