

Kent County Council

Job Description: Principal Trading Standards Officer

Directorate	Growth, Environment and Transport
Unit/Section	GCE
Grade	KR11
Responsible to	Operations Manager

Purpose of the Job:

To fulfil an integral role in the Trading Standards service, leading on Food, supporting management, supervising, enforcing, and providing advice, training, and guidance on a wide range of legislation to ensure there is a fair and safe trading environment in Kent

Main duties and responsibilities:

1. Lead on Food legislation, maintaining comprehensive knowledge of the relevant Trading Standards legislation, ensuring that changes to law and policy remain up to date by implementing and providing training on any necessary changes. Monitor for future developments and the potential impact on Service delivery.
2. Actively contribute towards the delivery of the Trading Standards business plan, including leading on enforcement of trading standards legislation food, general enforcement, the provision of complex advice to businesses and working with partner organisations across a broad range of regulatory subjects
3. Develop training plans and provide high quality professional advice, support, and guidance to staff to ensure professional competence is maintained across the service and the objectives of the service are achieved.
4. Lead on projects and enforcement activities to ensure Service objectives are completed following statutory requirements, professional policies, procedures, and protocols, developing partnerships with key stakeholders to share information and intelligence to ensure effective joint working is achieved.
5. Conduct and manage investigations and, when acting as the disclosure officer, maintain oversight of investigations within the scope and delegated powers of the Service, following all reasonable lines of enquiry, acting as the single point of contact for witnesses, victims, suspects, and defence teams. Prepare, or supervise the preparation of, reports and associated schedules for consideration of court proceedings. Attend court and other quasi-judicial hearings where necessary.
6. Respond in a timely manner, in accordance with data policy, to requests for information relating to Food, including FOI's, SARS, MPs letters and Councilor questions.
7. Input data onto the Trading Standards information management systems in accordance with data management protocols, ensuring records of all activity undertaken are accurate, and lawfully retained.

8. Gather and submit intelligence in a timely manner to the intelligence unit, using appropriate forms in accordance with standard operating procedure, following the Intelligence-led operating model Assume full responsibility for the safe storage of seized property.
9. Contribute to the continuous improvement (including the creation and updating of standard operating procedures) and future development the Service working with colleagues, partners, stakeholders, including representing Kent at regional and national forums and working with internal and external partners on project delivery.
10. Work closely with colleagues to pursue appropriate commercial opportunities and external funding in the specialist subject area. Prepare and submit bids for funding to support and deliver on projects, activities and investigations and ensuring that any requirements specified for funding are met.

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: Principal Trading Standards 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.

Qualifications	<ul style="list-style-type: none">• Diploma Level 5 (or equivalent)• DCATS qualification (or equivalent) and relevant qualification, training, and competency in Food, Membership of TSI CPPD scheme.• Holds ECDL or equivalent IT qualification or can demonstrate equivalent level of skill.• Managing in KCC Standard (or working towards it)
Experience	<ul style="list-style-type: none">• Extensive experience of working across the Trading Standards and consumer protection sector.• Extensive experience of working with partner agencies to deliver specified outcomes in specialist subject area.• Extensive experience of leading an investigation or similar project from start to finish, identifying best practices and writing recommendations to improve services.• Proven experience of appearing for the authority in court and other similar environments.• Proven experience of executing warrants and or serving statutory notices.• Extensive experience of working within specialism or cross-specialism area on complex investigations or similar projects.• Extensive experience of leading small teams on a project.• Proven experience in using information technology, including Microsoft Office applications and databases

Skills and Abilities

- Ability to lead cases and work effectively without close supervision.
- Ability to interpret legislation, and to analyse and collate complex information from a wide variety of sources.
- Ability to disseminate information to professional colleagues at all levels, clearly accurately and effectively.
- Ability to develop and maintain effective partnerships with key stakeholders and multi-agency organisations.
- Ability to advise and assist others on the legislative requirements, court precedents and developments in one specialist or cross specialism subject area.
- Excellent verbal and written communication skills and presentation skills.
- Excellent project management skills from conception to delivery.
- Ability to work within procedures and policies effectively and efficiently.
- Ability to work well with others and contribute positively as part of a team, including the ability to lead a team on a short-term project.
- Ability to support and develop colleagues and contribute to collective problem solving and thinking.
- An organized, systematic, and analytical approach is necessary with the ability to understand and effectively evaluate a wide and complex range of issues.
- Ability to innovate and lead on service improvement initiatives working in conjunction with relevant colleagues and partners.
- Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.
- Commitment to equalities and promotion of diversity in all areas

<p>Knowledge</p>	<ul style="list-style-type: none"> • Extensive knowledge of relevant policy and procedure within KCC, including roles of teams, officers and members, partnerships agencies and the political arena. • Extensive knowledge and understanding of the legislative frameworks. • Knowledge of the National Intelligence Model and its principles. • Extensive and detailed knowledge on one specific trading standards subject area. • Knowledge of e-crime, its gravity and appropriate enforcement techniques to deal with the issue. • Extensive knowledge of key statutory controls including disclosure restrictions, PoFA, PACE, CPIA, RIPA and HRA.
<p>KENT VALUES AND CULTURAL ATTRIBUTES</p>	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>