

## Kent County Council

Job Description: *Regional Illegal Tobacco Officer*

---

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Community Protection/Trading Standards</b>
<b>Grade:</b>	<b>KSI</b>
<b>Responsible to:</b>	<b>Head of Trading Standards</b>

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

Provide leadership and support for tobacco disruption activities within the South East regions Trading Standards teams, reviewing and developing intelligence, arranging and participating in enforcement activity, providing updated intelligence packages to the impacted local authorities and providing training and development of staff and apprentices.

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

- Work with the Trading Standards South East Regional Intelligence Analyst (RIA) and individual local authorities, carry out assessment of local problem profiles recommending appropriate action plans for the authorities to tackle the issues raised. Support local authorities in identifying potential organised crime groups (OCGs) by collaborating with the RIA to analyse intelligence and refer cases to the National Trading Standards Intelligence Team (NTSIT) for grading.
- Monitor local authority needs, based on their demands and intelligence on a rolling basis, liaising with them to develop cross-border efficiencies and collaboration opportunities, provide support and resources for local operations and act as a conduit between NTS, His Majesties Revenue and Customs (HMRC) and other local enforcement agencies.
- Develop best practices for the planning and conducting of disruption visits, and ensure the framework is regularly reviewed and updated to reflect current enforcement practices and operational needs.
- Provide local authorities with test purchasing expertise, either directly or through third-party test purchase providers, based on specific requirements and geographic considerations. When requested, coordinate with third-party test purchasers to carry out assignments within designated local authorities.
- Organise disruption days in collaboration with local authorities, partner agencies, and tobacco detection dog services to maximise operational impact. Review and onboard additional tobacco detection companies to expand regional capacity. Maintain and update a list of surveillance companies, recording user feedback for continuous improvement.

- Review, update and advise focus group, tobacco leads and relevant officers in authorities across the region of new and changes to legislation, guidance and enforcement best practice. Identify opportunities to make best use of Tobacco Track and Trace referrals to HMRC that will facilitate tackling the illegal supply of tobacco and infringements at a local level.
- Act as the Trading Standards South East single point of contact, liaising with local enforcement agencies to promote best practices in disruption exercises. Establish and maintain SPOC relationships with HMRC regional officers and other regional tobacco coordinators to facilitate resource sharing and inter-regional enforcement.
- Coordinate LA's data submissions. Liaise with DHSC and NTS to ensure correct information is returned. Conduct research based on the submitted data to maintain an up-to-date regional overview of illicit tobacco activity and provide recommendations for improvement, if necessary.
- Work with regional training coordinator, tobacco focus group and LA's to support DHSC-funded apprenticeships through coaching and mentoring. Assist apprentices during their studies. Identify regional training needs and coordinate with appropriate providers or deliver training directly where suitable.
- Manage the budget for dog detection services, test purchasing, surveillance, and equipment. Review and authorise expenditure requests, monitor spending against the budget, and ensure timely processing of invoices for approved payments.
- Adhere to all statutory and professional policies, procedures, and work practices to ensure services are delivered professionally, effectively, and efficiently to all stakeholders.

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: *Regional Illegal Tobacco 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>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Professional accreditation in regulatory enforcement or investigative practice (e.g. DCATS, DTS or equivalent).</li><li>• Evidence of continued professional development in criminal investigation, intelligence handling, or regulatory compliance</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Extensive and detailed knowledge of law enforcement methods and techniques</li><li>• Proven experience of working in a Regulatory or Criminal Enforcement environment with use of techniques such as seizure, searching and prosecution file preparation</li><li>• Experience in managing multi-agency operations, including disruption days and cross-border enforcement activities.</li><li>• Experience of working with and developing links with partner agencies</li><li>• Demonstrable experience in developing and implementing enforcement strategies, particularly relating to illicit tobacco or organised crime.</li><li>• Experience in coaching, mentoring, or training apprentices or junior officers.</li><li>• Awareness of intelligence-based enforcement models</li><li>• Budget management experience, including authorising expenditure and monitoring costs</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to work independently and collaboratively across multiple agencies and jurisdictions.</li><li>• Strong organisational skills to manage competing priorities and meet deadline</li><li>• Strong analytical skills</li><li>• Ability to provide advice and assistance to colleagues, businesses and partner agencies.</li><li>• Ability to interpret legislation and enforcement guidance</li><li>• Ability to train and develop others</li><li>• Good IT skills – ability to use a wide range of databases to record information accurately.</li><li>• Ability to manage sensitive information securely and ethically</li><li>• Good communication and interpersonal skills.</li><li>• Ability to innovate and be adaptable at short notice</li><li>• Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day</li><li>• Commitment to equalities and promotion of diversity in all aspects of working.</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></ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of criminal enforcement techniques and best practices</li> <li>• Knowledge of safeguarding policies, professional standards, and statutory responsibilities in enforcement settings</li> <li>• Familiarity with Tobacco Track and Trace systems and referral processes to HMRC.</li> <li>• Awareness of national initiatives such as Operation CeCe</li> <li>• In depth knowledge of key statutory controls including disclosure, protection of freedoms, PACE, CPIA, POCA and HRA</li> <li>• Understanding of the structure and function of organised crime groups (OCGs) and the grading process via NTSIT</li> <li>• Knowledge of the National Intelligence Model and its principles.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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>