

## Kent County Council

### Job Description: *Vape Compliance Support Officer*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Trading Standards</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>Operations Manager, Consumer and Public Protection (Case supervision from Principal Trading Standards Officer)</b>

### **Job Purpose**

Assist the Vape Compliance Officer to deliver a defined programme of advisory visits to retail premises in the county, ensuring that all premises identified as high risk receive advice and are subsequently tested. The Vape Compliance Support Officer will be expected to gather evidence and seize illegal vapes when identified and be able to refer repeat offenders for further investigation.

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

1. Assist with the identification of target premises and monitoring of intelligence reports as received
2. Carry out a defined programme of inspections to retailers of e-cigarette devices across the county
3. Review retailer's preventative systems, identify product ranges and manner in which products are presented in shops to identify factors that may increase risk / attractiveness to young people
4. Deliver advice to businesses including considering cross cutting issues for service partners and test those retailers through a programme of Challenge 25 test purchasing
5. Record outcomes of advisory visits and tests on department database and submit intelligence reports
6. Provide timely feedback to Vape Compliance Officer and Principal Trading Standards Officer to allow reporting at agreed intervals
7. Assist with test purchasing exercises and process evidence for handover to Consumer and Product Safety Team
8. Act as a point of contact for partner agencies across the county for intelligence and planning of interventions

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 Support Officer

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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>English and Maths GCSE at minimum Grade C / Level 4</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working on defined tasks</li> <li>Experience of using IT including MS Office and databases.</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Ability to work effectively with only minimal supervision</li> <li>Ability to provide advice to businesses and partner agencies on a defined subject</li> <li>Good IT skills – using a range of databases to record results and retrieve that information for reporting purposes</li> <li>Excellent verbal communication skills – ability to influence behaviour through provision of advice</li> <li>Ability to travel across the county and manage time to maximise output</li> <li>Commitment to equalities and promotion of diversity in all aspects of working</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>An understanding in the current landscape of e-cigarette regulation</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<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>