

## Kent County Council

Job Description: *Regional Feed Officer KR10*

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<b>Directorate</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section</b>	<b>Public Protection</b>
<b>Grade</b>	<b>KR10</b>
<b>Responsible to</b>	<b>Operations Manager</b>

### **Purpose of the Job**

Carry out feed work for Local Authorities forming Trading Standards South East as part of the National Feed Programme.

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

- In liaison with Trading Standards South East, and relevant local authorities, plan, and coordinate feed visits across the region as part of the National Feed Programme
- Conduct feed visits to identified premises within the Trading Standards South East area, including any relevant follow up activity.
- Provide detailed, accurate records of the visits and outcomes to the relevant local authorities so they can update their own records for the premises.
- Where inputting data onto Kent's information management system (or any other LA providing access to their database) ensure accurate records of all activity undertaken are maintained, and are accurate, lawful, and fit for legal challenge. Adhere to all data management protocols.
- Promote the Intelligence-led operating model, gathering and reporting intelligence during all duties and completion of all taskings and ensure that intelligence is provided.
- Support research and interpret complex areas of Trading Standards legislation to provide timely and effective compliance business advice.
- Maintain a comprehensive knowledge of Trading Standards law relevant to feed work (including relevant statutory and professional codes of practice and standard operating procedures), ensuring that 20 hours annual continual personal professional development is maintained for feed competence.
- 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.
- Contribute to the continuous improvement (including the creation and updating of standard operating procedures) and future development the Service.

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### Person Specification: *Regional Feed Officer KR10*

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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>	Full professional qualification (DTS, DCA, DCATS or equivalent) which must include the feed paper.
<b>Experience</b>	<p>Experience of working in the Trading Standards and consumer protection sector.</p> <p>Experience of carrying out feed audits to a high standard.</p> <p>Experience of working with partner agencies</p> <p>Experience of working on projects with minimal management supervision</p> <p>Experience of supporting staff.</p> <p>Experience of using IT including MS Office and databases</p>
<b>Skills and Abilities</b>	<p>Ability to work effectively with only minimal supervision.</p> <p>Ability to provide advice and assistance to colleagues.</p> <p>Ability to interpret legislation and provide clear and accurate legal advice e.g., to businesses.</p> <p>Good IT skills – ability to use a wide range of databases to record information accurately.</p> <p>Good verbal and written communication skills.</p> <p>Ability to innovate.</p> <p>Ability to travel across a wide geographical area in a timely and flexible manner at various times of the day.</p> <p>Commitment to equalities and promotion of diversity in all aspects of working.</p>

<b>Knowledge</b>	<p>Knowledge of relevant policy and procedures within KCC and Trading Standards.</p> <p>Good knowledge and understanding of the relevant legislative frameworks.</p> <p>Good knowledge of key statutory controls including disclosure, protection of freedoms, PACE, CPIA, and HRA</p> <p>Knowledge of the National Intelligence Model and its principles.</p> <p>Awareness of marketing, social media and public relations (PR) and its role in delivering local government services.</p>
<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>