

Job Title	Range <sup>1</sup>	Entry	Development Route	Duties	Level 4A	Level 4B	Level 4C
Trading Standards Officer (1)	Range 4	Commitment to obtaining Trading Standards Level 6 Apprenticeship qualification or equivalent	Trading Standards Level 6 Apprenticeship or equivalent	<ul style="list-style-type: none"> <li>Under minimal supervision able to competently carry out inspections, complaints, trader enquiries, guidance and investigations.</li> <li>With guidance to be able to competently carry out local and regional projects</li> </ul>	Salary:	Salary:	Salary:
					<p>Required for this level (in addition to previous levels, if applicable)</p> <p><b>Knowledge, Skills and Experience requirements at this level:</b></p> <p><b>Qualifications:</b> commitment Trading Standards Level 6 Apprenticeship or equivalent</p> <p><b>Experience:</b> Recent and relevant experience within a Trading Standards department including inspections and investigations.</p> <p><b>Ability:</b> to demonstrate the practical and/or procedural knowledge in a specialist area, as well as the ability to turn theoretical knowledge into practical applications, or an equivalent level of organisational, procedural</p> <p><b>Attitude to Work:</b> High degree of integrity.</p> <p>Good team spirit and commitment to team working.</p> <p>Enjoys working with others and is supportive of their team.</p> <p>Good sense of fairness and able to make balanced enforcement decisions.</p> <p>Positively supports Medway Council vision. Time/Punctuality/flexibility.</p>	<p>In addition to level 4A</p> <p><b>Knowledge, Skills and Experience requirements at this level:</b></p> <p><b>Qualifications:</b> Actively studying for the Trading Standards Level 6 Apprenticeship or equivalent</p> <p><b>Experience:</b> Broad generalist knowledge with two years' experience in operating at level equivalent to 4A,</p> <p><b>Complexity:</b> Able to manage own complaint workload and small projects</p> <p><b>Ability:</b> Can operate effectively in some TS areas</p> <p><b>Attitude to work:</b> Constant positive contributions to team.</p> <p><b>Responsibility:</b> Petty cash, directing participants in project work</p> <p>Training and mentoring of more junior staff.</p> <p><b>Attitude to Work:</b> Excellent interpersonal skills and the ability to deal with people with tact and diplomacy.</p>	<p>In addition to levels 4A and 4B</p> <p><b>Knowledge, Skills and Experience requirements at this level:</b></p> <p><b>Qualifications:</b> Completed Trading Standards Level 6 Apprenticeship or equivalent</p> <p><b>Experience:</b> Discrete specialisms, report writing, technical advice and two years in TS at a level equivalent to 4B</p> <p><b>Complexity:</b> TSSE LA Representative</p> <p><b>Ability:</b> Can operate in own specialist areas</p> <p><b>Attitude to work:</b> Positive implementor of new ideas and corporate messages</p> <p><b>Responsibility:</b> Small budgets and test purchasing. Allocation of work to staff in small projects.</p> <p><b>Attitude to Work:</b> Confident and clear thinking, self-reliant and willing to accept responsibility for decisions made.</p>

					<p><b>Transferable skills</b>                  This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths. It could look something like the below:</p> <ul style="list-style-type: none"> <li>• Networking</li> <li>• Learning and Researching</li> </ul> <table border="1"> <tr> <td><b>Discrete Specialism</b></td> <td><b>Strategic Specialism</b></td> </tr> <tr> <td>Underage Sales Letting Agents Doorstep Crime Intellectual Property Fair Trader Scheme</td> <td>Feed Fair Trading Weights &amp; Measures Product Safety Animal Health Petroleum/Explosives Safety of Sports Grounds</td> </tr> </table>			<b>Discrete Specialism</b>	<b>Strategic Specialism</b>	Underage Sales Letting Agents Doorstep Crime Intellectual Property Fair Trader Scheme	Feed Fair Trading Weights & Measures Product Safety Animal Health Petroleum/Explosives Safety of Sports Grounds
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<b>Job Title</b>	<b>Range</b>	<b>Entry</b>	<b>Development Route</b>	<b>Duties</b>	<b>Level 5A</b>	<b>Level 5B</b>	<b>Level 5C</b>				
<b>Trading Standards Officer (2)</b>	Range 5	Trading Standards Practitioner Diploma or equivalent	Investigative course post qualification diploma at level 5 or 7 or Advanced TS diploma or Possession of an Advanced professional certificate of competency	<ul style="list-style-type: none"> <li>• Without supervision be able to competently carry inspections, complaints, trader enquiries, guidance and investigations.</li> <li>• Able to competently carry out a comprehensive range of trading standards functions</li> <li>• Ability to deal with local, regional and national issues.</li> </ul>	Salary:  Required for this level (in addition to previous levels)  <b>Knowledge, Skills and Experience requirements at this level:</b>  <b>Qualifications:</b> Trading Standards Practitioner Diploma or academic equivalent or similar level comprehensive qualification.  <b>Experience:</b> Five years employment in a Trading Standards enforcement role, including experience of inspections and investigations.  <b>Ability:</b> to demonstrate the advanced theoretical, practical and procedural knowledge across a specialist area or an equivalent level of organisational, procedural and policy knowledge.	Salary:  In addition to level 5A  <b>Knowledge, Skills and Experience requirements at this level:</b>  <b>Qualifications:</b> Actively studying for an Investigative course post qualification diploma at level 5 or 7  Or  Actively studying for a required Advance professional certificate of competency  <b>Experience:</b> Capable of work across TS and two years of experience at a level equivalent to 5A.  <b>Complexity:</b> As and when required Lead at least one Strategic major specialist work areas.  <b>Ability:</b> can work across all TS remits  <b>Responsibility:</b> Budgetary responsibility for projects	Salary:  In addition to levels 5A and 5B  <b>Knowledge, Skills and Experience requirements at this level:</b>  <b>Qualifications:</b> Possession of an Investigative course post qualification diploma at level 5 or 7  Or  Possession of a required Advance professional certificate of competency  <b>Experience:</b> Complex/broad knowledge of TS. Two years of experience at a level equivalent to 5B.  <b>Complexity:</b> As and when required deliver a Strategic specialism and corporate projects.  <b>Ability:</b> Can lead projects/work streams across all TS remit.				

							<p><b>Responsibility:</b> Plan budgets and work in large projects. Function knowledge base in key specialisms</p>				
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Job Title	Range	Entry	Development Route	Duties	Level 6A	Level 6B	Level 6C				
Senior Trading Standards Officer	Range 6	Trading Standards Practitioner Diploma or equivalent or similar level comprehensive qualification.  Minimum of five years relevant experience within Trading Standards  Post qualification Diploma level 5 or 7  or  Advanced TS diploma or its antecedents	Professional post qualification	<ul style="list-style-type: none"> <li>• Carrying out a comprehensive range of duties for all types of Trading Standards work across a number of strategic specialisms etc.</li> <li>• Carrying out a comprehensive range of duties for all types of projects including training, investigations and policies</li> <li>• Ability to deal with local, regional, national and corporate issues</li> </ul>	Salary:	Salary:	Salary:				
					Required for this level (in addition to previous levels)  <u><b>Knowledge, Skills and Experience requirements at this level:</b></u>  <u><b>Experience:</b></u> Comprehensive experience of working in all fields of Trading Standards.  Strategic, operational and political knowledge and experience of operating a regulatory service in a challenging environment.  Acting up for Trading Standards Manager	In addition to level 6A  <u><b>Knowledge, Skills and Experience requirements at this level:</b></u>  <u><b>Qualification:</b></u> Post Qualification or equivalent experience  <u><b>Experience:</b></u> Complex/broad knowledge of complex TS. Two years of experience at a level equivalent to 6A.  <u><b>Complexity:</b></u> large strategic projects and presenting functional committee reports.	In addition to levels 6A and 6B  <u><b>Knowledge, Skills and Experience requirements at this level:</b></u>  <u><b>Qualifications:</b></u> Full range of professional qualification.  <u><b>Experience:</b></u> broad range of experience of dealing with corporate and professional issues. Two years of experience at a level equivalent to 6B.  <u><b>Complexity:</b></u> Review budgets for services, monitoring of finances and corporate projects.				

		or Possession of an Advanced professional certificate of competency or its antecedents.			<p><b>Attitude to work:</b> Looks to deliver an efficient service and ensures that resources are best used for the authority.</p>	<p><b>Ability:</b> Can technically lead and inspire officers.</p> <p><b>Attitude to work:</b> Professional champion for Medway Trading Standards and Regulatory Services.</p>	<p><b>Ability:</b> Is a corporate lead in broad fields and emergent issues.</p> <p><b>Attitude to work:</b> Professional and corporate champion of Medway way of working. Professional recognised in region.</p>				
					<p><b>Transferable skills</b> This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths. It could look something like the below:</p> <ul style="list-style-type: none"> <li>• Persuading and Influencing</li> <li>• Planning and Organising</li> </ul> <table border="1"> <thead> <tr> <th>Discrete Specialism</th> <th>Strategic Specialism</th> </tr> </thead> <tbody> <tr> <td>Underage Sales Letting Agents Doorstep Crime Intellectual Property Fair Trader Scheme</td> <td>Feed Fair Trading Weights &amp; Measures Product Safety Animal Health Petroleum/Explosives Safety of Sports Grounds</td> </tr> </tbody> </table>			Discrete Specialism	Strategic Specialism	Underage Sales Letting Agents Doorstep Crime Intellectual Property Fair Trader Scheme	Feed Fair Trading Weights & Measures Product Safety Animal Health Petroleum/Explosives Safety of Sports Grounds
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Job Title	Range	Entry	Development Route	Duties	Level 7A	Level 7B	Level 7C				
Trading Standards Manager	Range 7	<ul style="list-style-type: none"> <li>• Fully qualified Trading Standards Officer</li> <li>• Minimum of five years relevant experience within Trading Standards</li> </ul>	Professional qualification	<ul style="list-style-type: none"> <li>• Responsible for the programme management, coordination and development of the Trading Standards Services</li> <li>• Carrying out a comprehensive range of duties for all types Trading Standards work</li> </ul>	Salary:	Salary:	Salary:				
					Required for this level (in addition to previous levels) <b>Knowledge, Skills and Experience requirements at this level:</b> <b>Qualification:</b> Commencement of management qualification at level 5	In addition to level 7A <b>Knowledge, Skills and Experience requirements at this level:</b> <b>Qualification:</b> Level 5 management qualification	In addition to levels 7A and 7B <b>Knowledge, Skills and Experience requirements at this level:</b> <b>Experience:</b> Complaint/grievance/disciplinary Resolution  Corporate lead in projects and fields.				

		<ul style="list-style-type: none"> <li>• Commitment to management qualification</li> </ul>			<p><b>Experience:</b> Demonstrable experience in leadership and management</p> <p>Detailed professional Trading Standards knowledge</p> <p>Director of regional group.</p> <p>Oversight of all strategic specialisms</p> <p><b>Attitude to work:</b></p> <p>Works tirelessly to imbed service improvements and ensure best value for money for Medway in the delivery of the service.</p>	<p><b>Experience:</b> Successful Performance management experience</p> <p>2 years in management role</p> <p>Active participation in regional groups as a Executive Lead for specialism or as a board member.</p> <p><b>Attitude to work:</b></p> <p>Exemplar in the workplace and for the team in terms of commitment to the service and service delivery.</p>	<p><b>Attitude to work:</b></p> <p>Strategic and tactical lead for Medway in their professional subject area.</p>				
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