

Job Description

Job title	Trading Standards Officer (Level 1)
Directorate	PLACE : Regeneration, Culture and Environment
Division	Regulatory Services
Range	Range 4
Reports to	Trading Standards Manager

Main purpose of the job:

To support Trading Standards Officers in their duties by assisting in the investigation and disruption of criminal offences enforced by the service

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

1. Assist Trading Standards Officers in the conduct of investigations by –
 - a. On instruction, follow lines of reasonable enquiry to support the progression of criminal investigations.
 - b. Take criminal witnesses' statements, including the production and retention of exhibits.
 - c. Produce personal witness statements and provide evidence in criminal proceedings where necessary.
 - d. Assist in the execution of entry warrants
 - e. Following correct continuity rules sample from bulk seizures, secure evidence from experts and maintain accurate property records.
 - f. Build case files, including disclosure schedules, throughout investigations and formal criminal proceedings.
 - g. Act as second officer, or where appropriate lead, during the formal interviews of suspects adhering to relevant legislative codes of practice
 - h. Support at events promoting the service

i. Input data onto the information management system and accurately record and update records relating to the service

j. Provide physical support to Trading Standards Officers during inspections – This may include carrying heavy equipment and/or remain standing for long periods of time.

2. Undertake the Trading Standards Professional Level 6 Apprenticeship Qualification.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Development Framework.

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Organisation:

This role reports to the Trading Standards Manager.

Choose an item.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- Educated to GCSE Level or equivalent in English, Mathematics and at least 1 Science subject
-

Knowledge

- Awareness of the Criminal Justice and Investigation Act 1996
 - Awareness of the Police and Criminal Evidence Act 1984 (PACE) and associated codes of practice
 - Awareness of Regulation of Investigatory Powers Act 2000 (RIPA)
-

Experience

- Experience of working in a regulatory or law enforcement role or similar customer facing role where conflict may arise
 - Experience of conducting investigations including witness statements and recorded interviews or the ability to demonstrate a similar level of experience in a different environment
-

Skills

- Proficient in the use of Microsoft Word, Excel and Outlook
- Full driving licence valid for use in the UK and access to own transport for work purposes
- Ability to deal with hostility and use diplomacy to defuse potentially hostile situations
- Attention to detail and ability to accurately record events ensuring continuity of evidence