

Senior Trading Standards Officer

Job Description

Position Pay Level: 7

Position Pay SCP: 30

Salary: £43,253 - £48,795 (inclusive of Local Weighting Allowance of £1130 per annum)

Reports to: Trading Standards and Licensing Manager

Main purpose of Job:

To undertake inspections of businesses, advise business and consumers, take appropriate enforcement action, participate in project work within Trading Standards, which sits in the Public Protection, Engagement and Communities Directorate

Main Accountabilities:

Will maintain a portfolio of Primary Authority Businesses, have a broad knowledge of Trading Standards Legislation to advise businesses and consumers, instigations and alternative resolutions.

Person Specification:

Senior Trading Standards Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Minimum 5 years within Trading Standards or Regulatory Local Authority Environment.	E	A I
	Able to Undertake specialist duties including co-ordination of activities and contribute to policy options and improved practices / Procedures.	E	A I T
	Able to undertake trading standards related work with minimum supervision	E	A I
	Ability to contribute to service development	E	A I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Skills and abilities	Able to take responsibility for more involved projects or cases and provide specialist advice	E	A I T
	Able to learn and retain new systems and information.	E	A I T
	High influencing and negotiating skills.	E	A I
	A personal commitment to Equality of Opportunities	E	A I
	Commitment to quality service and customer care	E	A I T
	Demonstrates good communication skills	E	A I T
Knowledge and understanding	Good understanding of Trading Standards legislation and civil law, its application to practice and the demands of the role.	E	A I T
	Demonstrates an awareness and understanding of communities in Slough	E	A I
	Demonstrates political sensitivity.	E	A I
	Demonstrates an ability to relate the Council's Key policy priorities to the job	E	A I
	Demonstrates an understanding of financial systems and resource management.	E	A I
Qualifications	Diploma in Consumer Affairs and Trading Standards (DCATS) or equivalent	E	A
	4 modules under qualification	E	A
	1 module Metrology	D	A
	Record / Commitment to CPPD	E	A I
	Full DVLA Driving Licence	E	A