

Apprentice Trading Standards Officer

Job Description

Position Pay Level: 5

Position Pay SCP: 13

Salary: £31,153 (inclusive of Local Weighting Allowance of £1130 per annum)

Reports to: Trading Standards and Licensing Manager

Main purpose of Job:

- To complete the approved Level 6 integrated Trading Standards Apprenticeship and any additional qualification criteria as set by the Chartered Trading Standards Institute.
- To experience and gain a broad understanding of the work of Trading Standards within a regulatory setting to allow the post holder to obtain the requisite skills and knowledge to complete the apprenticeship successfully.
- To provide support and carry out duties of the Trading Standards team.

Main Accountabilities:

- To follow an agreed work programme as determined by the lead officer for the Apprentice, working towards being able to undertake the full range of duties and responsibilities of a Trading Standards Professional.
- To undertake a course of study to achieve a nationally recognised Level 6 integrated apprenticeship qualification and any additional qualification requirements as set by the Chartered Trading Standards Institute's qualification framework. This will include attendance at training and other events, which may be delivered online, locally or regionally.
- To support Trading Standards Officers in the day-to-day delivery of the service whilst taking the opportunity to gain an in-depth understanding of the work.
- Under the supervision and guidance of the lead officer and relevant manager to work with residents, businesses, other Officers within Public Protection, and other service users to provide advice and assistance, carry out compliance checks and enforce relevant legislation as appropriate.
- To work with team members on tasks, projects and programmes aimed at delivering service priorities.
- Support and assist in the delivery of advice, educational and instructional talks with other members of the Trading Standards team.
- Support, assist and contribute to the design and implementation of Service and departmental procedures.

- To carry out test purchasing and sampling to ascertain compliance with legislation enforced by the Service.
- To support and assist in the obtaining of evidence, ensure its continuity and appropriate disclosure in accordance with legislation.
- With support, to liaise with other Departmental staff, other Council Services and outside bodies on matters of mutual concern.
- To keep up to date written and electronic records.
- To write up findings, reports and develop portfolios of evidence within agreed timeframes.
- Where required and under supervision to work out of hours.
- Take ownership and responsibility for the calibration and maintenance of the Service's equipment.
- If required by the lead officer in meeting the needs of the Service, to assist in such other work outside your normal duties as is reasonable according to your level of qualification, knowledge, skills and experience.
- To ensure high standards of performance and confidentiality of data retained by the service and adhere to data protection legislation.
- To ensure the implementation of the Council's equal opportunities and fair treatment policy in all aspects of the post.
- To comply with the council's health and safety policies including lone working.

Person Specification: Apprentice Trading Standards Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Show an interest in the work of Trading Standards and an aptitude for understanding complex regulation and working to protocols	E	AI
	Able to undertake a range of proactive / reactive tasks and projects	E	A I T
Skills and abilities	Ability to work towards a Level 6 Apprenticeship in Trading Standards.	E	I
	Ability to follow instructions and have effective self-management and organisational skills.	E	A I T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	To be committed, self-motivated, act appropriately on initiative and demonstrate problem solving skills	E	I
	Ability to work collaboratively and build professional relationships with colleagues and partner organisations	D	I T
	Ability to communicate effectively to a wide variety of people verbally and in writing.	E	A I
	Ability to deliver a quality service by having a customer-focused mindset	E	I T
	Willingness to learn and be flexible in the workplace.	E	A I
	Ability to work effectively as part of a team	E	A I
	Ability to prioritise, work accurately under pressure, work to agreed goals, respond to challenges constructively, manage time effectively and think positively.	E	A I T
	Ability to use IT, including Microsoft Office	E	A I
Knowledge and understanding	High attention to detail with the ability to follow prescribed working practices, interpret complex legislation and keep up to date with the latest developments within the profession	E	AI
	Demonstrate understanding of and commitment to Slough Borough Council's Equal Opportunities Policy and practices	E	AI
Qualifications	A level (min 3 A-C's)	E	A
	GCSE (Minimum 5 A-C's) including English and Maths	E	A
	Full and Valid Clean UK Driving Licence	D	I