

JOB SUMMARY

<b>Post Title</b>	<b>Trading Standards Inspector</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>10</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>SD10</i>
<b>Service Area</b>	<i>Regulatory and Community Safety Services</i>						
<b>Line Manager</b>	<i>James Potter, Trading Standards Manager</i>						
<b>Location</b>	<i>Jubilee Stores, The Quay, Newport, Isle of Wight, PO30 2EH / Agile Working</i>						

**Job Purpose**

The postholder will be expected to operationally carry out the statutory and associated duties assigned to them across the range of Trading Standards functions.

Included within this role, the postholder will be an Inspector of Weights & Measures and expected to perform the functions of this position within the Service.

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- To act as an authorised officer of the Council under the various statutes administered by the Trading Standards Service.
  - Advise traders, consumers and others on a broad range of Trading Standards issues.
  - Testing and verification of weighing and measuring equipment in use for trade for accuracy within the prescribed limits set in legislation. In conjunction with this task, the postholder will be required to participate in the maintenance of the Council's Working and Local Standards for accuracy to meet the various standards required by the Office for Product Safety & Standards (OPSS).
  - Carry out inspections and associated duties under any of the legislation enforced by the Trading Standards Service and act on the results of that investigation in accordance with the Council's enforcement policies.
  - Investigation of complaints in order to ascertain whether breaches of Trading Standards legislation (civil & criminal) have occurred and act on the results of that investigation in accordance with Council's enforcement policies.
  - Undertake project work based as part of a team or alone, as directed.
  - To keep up to date and maintain a good working knowledge in all areas of authorisation enforced by the Trading Standards Service. This will also include maintaining a specialist knowledge in specific subjects and be able to guide and advise colleagues.
  - As necessary process results of investigations, or inspections through formal enforcement processes, ultimately reporting for prosecution and appearing in court.
  - Supervise and co-ordinate other staff, when those staff are working under the control of the postholder.
  - Represent Trading Standards at meetings and various forums with internal and external organisations as required to achieve meaningful and successful partnership working.
  - Assist in the promotion and continuous improvement of Trading Standards as a customer focused service.

<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific client groups.	<i>Experience of working in a comprehensive Trading Standards environment dealing with the broad range of areas with investigations through to their conclusion. Experience with dealing with a variety of businesses in inspections and business advice covering a wide range of Trading Standards issues.</i>	<b>E</b>	
Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team	<i>A broad range of experience obtained in a Trading Standards Service, taking on an operational lead with complaints, inspections, projects and investigations. Contributing to the overall outcomes that the Service has to achieve. Ability to work under</i>	<b>E</b>	

to meet service standards, targets and deadlines.	<i>pressure with a varying workload in a calm and professional manner with strict timelines (sometimes set by statute). Diplomatic and able to work well alone as well as being part of a team.</i>		
Good communication, interpersonal and presentation skills, able to explain technical / legal issues clearly. Proven ability to negotiate with, persuade and influence others.	<i>Proven experience dealing with a variety of customers including consumers, businesses, other agencies and various Council departments. Able to negotiate, persuade and influence to achieve the desired outcome.</i>	<b>E</b>	
Good ICT skills including use of Microsoft applications and specialist systems.	<i>Experience of working with Microsoft packages and database systems (including IDOX). Previous experience dealing with other regional/national Trading Standards databases would be a distinct advantage.</i>		<b>D</b>
Authoritative knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service and of wider sector / external influences.	<i>Proven experience of a range of investigations with an up to date sound knowledge of legal processes, procedure and compliance with statutory obligations and relevant policies.</i>	<b>E</b>	
Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved.	<i>Ability to prioritise and handle a varying and demanding workload with competing commitments to achieve the desired outcome. Where necessary, able to reflect on tasks completed and make any recommendations for improvement.</i>	<b>E</b>	
Research, investigation and analysis skills.	<i>Experience of working in a Regulatory environment with an understanding of applying investigative techniques to a broad range of legislation.</i>	<b>E</b>	
Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.	<i>Where appropriate, deliver enforcement and project outcomes to the agreed budget in accordance with directions given by the Trading Standards Manager.</i>		<b>D</b>
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to A level standard or equivalent or equivalent experience.	<i>A level or qualifications in a relevant subject such as Maths and English or equivalent qualification or experience.</i>	<b>E</b>	
Relevant vocational / professional qualification.	<i>Relevant professional qualification accredited by the Chartered Trading Standards Institute including the statutory qualification to act as an Inspector of Weights and Measures under the Weights and Measures Act 1985.</i>	<b>E</b>	
<b>Other Requirements</b>			
<i>Full driving licence and access to a car</i>			
<i>Ability to travel off island if required</i>			
<i>May require relevant certifications including evidence of fluency in English language</i>			
<i>May be required to undertake additional duties as commensurate with grade and role</i>			