



*Environmental Services
Environmental Protection Division
Trading Standards & Licensing Group*

Principal Trading Standards Officers

Job Description

To be read in conjunction with the Information Pack for Applicants

www.tradingstandards.gov.uk/oldham

Last Updated March 2006

Job Description

JOB DESCRIPTION

OLDHAM METROPOLITAN BOROUGH

CAREER GRADE LEVEL: TEAM LEADER		
POST TITLES: PRINCIPAL TRADING STANDARDS OFFICER / PRINCIPAL LICENSING OFFICER / PRINCIPAL PROJECT OFFICER		
DEPARTMENT: ENVIRONMENTAL SERVICES	GROUP : TRADING STANDARDS & LICENSING	
CAR USER: Essential	GRADE: SCP 41 - 44	HOURS: 36 hours 40 minutes
PURPOSE OF POST: To be responsible for the duties commensurate with the professional competence of a principal officer within any of the specialised teams in the Trading Standards and Licensing Group as directed.		
KEY TASKS: <ol style="list-style-type: none">1. To lead the development and implementation of quality systems to ensure that the services delivered by the Group are quality driven, being responsive to customer needs, effective and efficient in operation and provided in accordance with the Council's Customer Care Policy.2. To take a lead role in managing one of the Group's operational teams.3. To be responsible for the supervision, performance and training of all staff in the operational team and (i) other staff as appropriate, and (ii) students/trainees who may be assigned to the Group.4. To execute the duties of the professional post assigned in accordance with the law and as directed by policies and procedures of the Group. This includes maintaining integrity in the Criminal Justice System and respect for any individual's human rights.5. To assist the Group Manager (Trading Standards and Licensing) in the leadership of the Group and to lead the planning, preparation and execution of operational activities for inclusion in strategic and tactical assessments for the purpose of furthering the Group's objectives.6. To lead on the gathering, dissemination and use of intelligence material in accordance with the law, classification restrictions and the policies and procedures of the Group.7. To lead the enforcement of all duties undertaken by the Group as directed and commensurate with the professional post assigned, including:-<ul style="list-style-type: none">• Developing work programmes for the inspection of vehicles, premises and activities of commercial enterprises operating in the Borough;• Ensuring the provision of quality advice and assistance to consumers (including non-residents with contracts concluded in Oldham,) residents and		

- traders in the Borough;
- Managing the administration of trade permissions/licence applications;
- Allocation of investigations of criminal or civil infringements;
- Monitoring assessment, verification, testing or analysis of equipment in use for trade;
- Developing work programmes for surveys relating to the operational activities of the Group;
- Ensuring that all evidential and investigative processes are followed;
- Acting, as directed, as Disclosure Officer, Interception of Communications Officer, RIPA Officer, Deputy Chief Inspector of Weights and Measures, Silver Command or such other duties as are commensurate with the role.
- The maintenance of appropriate records relative to all work undertaken; and
- The monitoring and assessment of infringement reports for criminal or civil proceedings.

8. To represent the authority on outside bodies that co-ordinate activity at a regional and national level, as appropriate to the post.
9. To undertake duties as required by criminal and civil law procedures (including constitutional requirements) to ensure the effective and lawful discharge of the authority's duties.
10. To provide education to consumers and traders in civil or criminal matters related to the professional post assigned, including talks, lectures, attendance at trade meetings, etc.
11. To liaise on a regular basis with representatives of service users, trades and other professionals.
12. To undertake such continuous personal and professional development as required to maintain the required competency level for the post (see below). This is to include maintaining membership of the relevant professional body and adherence to their professional competency standards.
13. To undertake or assist with such other duties as may be assigned from time to time including the performance of duties outside normal working hours.

STANDARD DUTIES

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To be familiar with customer care and health and safety policies of the Council/department.
3. To participate in self-improvement in performance through workplace development.
4. Undertake any additional duties commensurate with the grade of the post.

CONTACTS:

1. Officers of the Environmental Services Department and other Departments of the Council.
2. Representatives of various outside bodies and agencies, including law enforcement agencies.
3. Elected Members.

4. Members of the public.

RELATIONSHIP TO OTHER POSTS WITHIN THE DEPARTMENT:

Supervision given to: -

Assigned staff and, as appropriate other staff within the Group.

Supervision received from: -

Group Managers and the Assistant Director.

CONTROL OF RESOURCES (HUMAN, FINANCIAL, MATERIAL):

See supervision of staff and key tasks.

	DATE	INITIALS
PREPARED	July 2005	TA
REVIEWED	March 2006	KW
APPROVED	April 2006	TF

PROGRESSION CRITERIA

1. A relevant professional qualification acceptable to the Assistant Director (Environmental Protection); and Leadership Beyond Modules (10); or An equivalent similar qualification or experience acceptable to the Assistant Director (Environmental Protection)

Incremental Progression within this band is dependant upon:

1. Ensuring competency is maintained within Continuous Personal and Professional Development; and
2. A lack of negative indicators.

Progression to the next band is dependant upon application for an externally advertised post and the normal recruitment and selection process.