



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

Principal Trading Standards Officers

Person Specification

To be read in conjunction with the Information Pack for Applicants

www.tradingstandards.gov.uk/oldham

Last Updated March 2006

Person Specifications

Trading Standards and Licensing Group Team Leader Band (Principal Trading Standards Officers)				
Education & Qualifications				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>Team Leader</i>	<ul style="list-style-type: none"> • Current Full Driving Licence • A person must hold a Higher Diploma in Consumer Affairs and Trading Standards (HDCATS) or a Diploma in Trading Standards or Board of Trade Certificate or equivalent¹ and be able to demonstrate the skills elements of the HDCATS² 	<ul style="list-style-type: none"> • Leadership/Management Qualifications 	E	E
Experience				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>Team Leader</i>	<ul style="list-style-type: none"> • Experience of working in a law enforcement environment • Experience of handling criminal evidence • Experience of supervising others, including monitoring, motivation, mentoring, coaching or discipline • Experience of writing reports at departmental / interdepartmental level and ability to create effective letters to internal & external recipients at all levels. • Awareness and understanding of the national agenda faced by the Trading Standards or Licensing Service 	<ul style="list-style-type: none"> • Experience of delivering continuous quality improvements through quality management systems • Experience of developing partnership with external stakeholders to deliver service improvements 	A I PP	A I PP

¹ We would also appoint a person who holds the full qualification and rank of police inspector or a person holding a similar level qualification for another law enforcement profession (subject to undertaking an agreed conversion programme).

² The Trading Standards Institute has established a framework of core skills and knowledge at each stage of professional development for Trading Standards Officers. These can be viewed at: <http://www.tscareers.org.uk/files/learningout.pdf>

Skills and Abilities				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>Team Leader</i>	<ul style="list-style-type: none"> Ability to persuade and influence others, in both formal and informal settings Ability to analyse complex data and events and draw conclusions Ability to respond to customers courteously and helpfully Ability to prioritise work and meet tight deadlines Having a track record of effective team working, capable of making a full contribution to team decision-making and achievement of objectives. 	<ul style="list-style-type: none"> Ability to use trader databases (our service uses FLARE) Ability to analyse intelligence material and make tactical decisions in accordance with the National Intelligence Model 	I AC	I AC
Knowledge				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>Team Leader</i>	<ul style="list-style-type: none"> Current knowledge of criminal law practice and procedures Current knowledge of human rights requirements, including how to ensure integrity in the criminal justice system Current knowledge of equalities and diversity issues 	<ul style="list-style-type: none"> Current knowledge of trading standards law practice and procedures Current knowledge of ISO9001 processes and requirements 	A I AC	A I AC
Work Circumstances				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>Team Leader</i>	<ul style="list-style-type: none"> Ability to work outside office hours 	<ul style="list-style-type: none"> None Specific 	A I	

Codes for Assessment:

A – Application Form

I – Interview

AC – Assessment Centre

PP – Professional Portfolio

E – Evidence (by way of Certificate/Licence/etc)