



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

Trading Standards Professionals

Person Specifications

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 Professional Officer Band (Trading Standards Officers)				
Education & Qualifications				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> Current Full Driving Licence 	<ul style="list-style-type: none"> None Specific 	E	
<i>Entry Level</i>	<ul style="list-style-type: none"> Foundation Certificate in Consumer Affairs and Trading Standards; or Acceptable equivalent (see p.6 of Applicant's Information Pack) 	<ul style="list-style-type: none"> Ability to demonstrate progress towards achievement of the Diploma in Consumer Affairs and Trading Standards 	A E	A I PP
<i>Competent Level</i>	<ul style="list-style-type: none"> Diploma in Consumer Affairs and Trading Standards; or Acceptable equivalent (see p.6 of Applicant's Information Pack) 	<ul style="list-style-type: none"> Ability to demonstrate progress towards achievement of the Higher Diploma in Consumer Affairs and Trading Standards 	A E	A I PP
<i>Senior Level</i>	<ul style="list-style-type: none"> Higher Diploma in Consumer Affairs and Trading Standards; or Acceptable equivalent (see p.6 of Applicant's Information Pack) 	<ul style="list-style-type: none"> Competency training in a particular specialist field above the level of basic qualifications 	A E	A E PP
<i>Advanced Level</i>	<ul style="list-style-type: none"> Higher Diploma in Consumer Affairs and Trading Standards; or Acceptable equivalent (see p.6 of Applicant's Information Pack); and Competency training in a particular specialist field above the level of basic qualifications 	<ul style="list-style-type: none"> Competency training in mentoring or coaching skills and/or training skills 	A E	A E PP
Experience				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> None specific 	<ul style="list-style-type: none"> Experience of working in a law enforcement environment Experience of handling criminal evidence 		A PP
<i>Entry Level</i>	<ul style="list-style-type: none"> Understanding of the role of Trading Standards in market regulation 	<ul style="list-style-type: none"> Experience of working in or with a Trading Standards Department 	A I	A
<i>Competent Level</i>	<ul style="list-style-type: none"> Experience of working in or with a Trading Standards Department 	<ul style="list-style-type: none"> Experience of undertaking inspections at trade premises Experience of preparing reports for prosecution Experience of giving evidence in court 	A	A I PP

<i>Senior Level</i>	<ul style="list-style-type: none"> • Experience of working in or with a Trading Standards Department • Experience of undertaking inspections at trade premises • Experience of preparing reports for prosecution • Experience of giving evidence in court 	<ul style="list-style-type: none"> • Specialist experience in a particular field of trading standards work • Experience of representing the trading standards profession at a national or international level • Experience of working with quality management systems 	A I PP	A I PP
<i>Advanced Level</i>	<ul style="list-style-type: none"> • Experience of working in a Trading Standards Department • Specialist experience in a particular field of trading standards work • Experience of representing the trading standards profession at a national or international level 	<ul style="list-style-type: none"> • Experience of working with quality management systems 	A I PP	A I PP

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Skills and Abilities

Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> • Ability to handle confrontational situations • Ability to analyse complex data and events and draw conclusions • Ability to respond to customer courteously and helpfully • Ability to prioritise work and meet tight deadlines 	<ul style="list-style-type: none"> • Ability to use trader databases (our service uses FLARE) • Ability to analyse intelligence material and make tactical decisions 	I AC	I AC
<i>Entry Level</i>	<ul style="list-style-type: none"> • Ability to demonstrate core skills at Foundation Level as required by TSI¹ 	<ul style="list-style-type: none"> • Ability to demonstrate some skills necessary for the Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	A E PP	A PP
<i>Competent Level</i>	<ul style="list-style-type: none"> • Ability to demonstrate skills equivalent to 40 modular points in the service delivery modules for the Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	<ul style="list-style-type: none"> • Ability to demonstrate some skills necessary for the professional practice paper of the Higher Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	A E PP	A PP

<i>Senior Level</i>	<ul style="list-style-type: none"> Ability to demonstrate the skills equivalent to 40 modular points in the service delivery module and the professional practice paper of the Higher Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	<ul style="list-style-type: none"> Ability to demonstrate coaching and mentoring skills Ability to demonstrate teaching skills 	A E PP	A PP
<i>Advanced Level</i>	<ul style="list-style-type: none"> Ability to demonstrate coaching and mentoring skills 	<ul style="list-style-type: none"> Ability to demonstrate teaching skills 	A PP	A PP

Knowledge

Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> Knowledge of criminal law practice and procedures 	<ul style="list-style-type: none"> Knowledge of trading standards law practice and procedures Knowledge of human rights requirements, including how to ensure integrity in the criminal justice system Knowledge of equalities and diversity issues 	A I AC	A I AC
<i>Entry Level</i>	<ul style="list-style-type: none"> Ability to demonstrate core knowledge at Foundation Level as required by TSI¹ 	<ul style="list-style-type: none"> Ability to demonstrate some knowledge necessary for the Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	A E AC	A AC
<i>Competent Level</i>	<ul style="list-style-type: none"> Ability to demonstrate knowledge equivalent to 40 modular points in the service delivery modules for the Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	<ul style="list-style-type: none"> Ability to demonstrate some knowledge necessary for the professional practice paper of the Higher Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	A E AC	A AC
<i>Senior Level</i>	<ul style="list-style-type: none"> Ability to demonstrate the knowledge equivalent to 40 modular points in the service delivery module and the professional practice paper of the Higher Diploma in Consumer Affairs and Trading Standards as required by TSI¹ 	<ul style="list-style-type: none"> Ability to demonstrate knowledge of coaching and mentoring techniques Ability to demonstrate knowledge of teaching techniques 	A E AC	A AC
<i>Advanced Level</i>	<ul style="list-style-type: none"> Ability to demonstrate knowledge of coaching and mentoring techniques 	<ul style="list-style-type: none"> Ability to demonstrate knowledge of teaching techniques 	A AC	A AC

Work Circumstances				
Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> Ability to work outside office hours in accordance with the Flexibility Scheme 	<ul style="list-style-type: none"> None Specific 	A I	

¹ 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>

Codes for Assessment:

A – Application Form

I – Interview

AC – Assessment Centre

PP – Professional Portfolio

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