



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

Trainee Trading Standards Officers

Job Descriptions

To be read in conjunction with the Information Pack for Applicants

www.tradingstandards.gov.uk/oldham

Last Updated March 2006

Job Descriptions

JOB DESCRIPTION

OLDHAM METROPOLITAN BOROUGH

CAREER GRADE LEVEL: TRAINEE OFFICER (UNDERGRADUATE)			
POST TITLES: STUDENT TRADING STANDARDS OFFICER / STUDENT LICENSING OFFICER			
DEPARTMENT: ENVIRONMENTAL SERVICES		GROUP : TRADING STANDARDS & LICENSING	
CAR USER: Casual	GRADE: SCP 11 - 13	HOURS: Not Fixed	
PURPOSE OF POST: To be responsible for undertaking accompanied visits, inspections and investigations, as necessary, to contribute to qualification as a Trading Standards / Licensing Officer and to gain an understanding of the wider context of Trading Standards / Licensing			
KEY TASKS: <ol style="list-style-type: none">1. To contribute to 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 carry out all necessary inspections, visits and investigations under supervision and as necessary to complete the appropriate training records within the designated training period.3. To attend all necessary training sessions and meetings and to complete all training records as required for qualifications authorities.4. 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 <ol style="list-style-type: none">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: <ol style="list-style-type: none">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. Members of the public.

RELATIONSHIP TO OTHER POSTS WITHIN THE DEPARTMENT:

Supervision given to: -

None

Supervision received from: -

Officers, Principal Officers and Group Managers.

CONTROL OF RESOURCES (HUMAN, FINANCIAL, MATERIAL):

None

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

PROGRESSION CRITERIA

Incremental Progression within this band is dependant upon:

1. A lack of negative indicators.

JOB DESCRIPTION

OLDHAM METROPOLITAN BOROUGH

CAREER GRADE LEVEL: TRAINEE OFFICER (UNDERGRADUATE – FINAL YEAR)			
POST TITLES: STUDENT TRADING STANDARDS OFFICER / STUDENT LICENSING OFFICER			
DEPARTMENT: ENVIRONMENTAL SERVICES		GROUP : TRADING STANDARDS & LICENSING	
CAR USER: Casual	GRADE: SCP 14 - 17	HOURS: Not Fixed	
PURPOSE OF POST: To be responsible for undertaking accompanied visits, inspections and investigations, as necessary, to contribute to qualification as a Trading Standards / Licensing Officer and to gain an understanding of the wider context of Trading Standards / Licensing			
KEY TASKS: <ol style="list-style-type: none"> 1. To contribute to 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 carry out all necessary inspections, visits and investigations under supervision and as necessary to complete the appropriate training records within the designated training period. 3. To attend all necessary training sessions and meetings and to complete all training records as required for qualifications authorities. 4. 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 <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. Members of the public.

RELATIONSHIP TO OTHER POSTS WITHIN THE DEPARTMENT:

Supervision given to: -

None

Supervision received from: -

Officers, Principal Officers and Group Managers.

CONTROL OF RESOURCES (HUMAN, FINANCIAL, MATERIAL):

None

	DATE	INITIALS
PREPARED	July 2005	TA
REVIEWED	September 2005	KW
REVIEWED	March 2006	TF

PROGRESSION CRITERIA

Incremental Progression within this band is dependant upon:

1. Having completed to a satisfactory standard all bar the final year of an Approved University Degree
2. A lack of negative indicators.

JOB DESCRIPTION**OLDHAM METROPOLITAN BOROUGH**

CAREER GRADE LEVEL: TRAINEE OFFICER (POSTGRADUATE)			
POST TITLES: STUDENT TRADING STANDARDS OFFICER / STUDENT LICENSING OFFICER			
DEPARTMENT: ENVIRONMENTAL SERVICES		GROUP : TRADING STANDARDS & LICENSING	
CAR USER: Casual	GRADE: SCP 18 - 21	HOURS: Not Fixed	
<p>PURPOSE OF POST:</p> <p>To be responsible for undertaking accompanied visits, inspections and investigations, as necessary, to contribute to qualification as a Trading Standards / Licensing Officer and to gain an understanding of the wider context of Trading Standards / Licensing</p>			
<p>KEY TASKS:</p> <ol style="list-style-type: none"> 1. To contribute to 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 execute the duties, under supervision, 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. 3. To assist in the gathering, dissemination and use of intelligence material in accordance with the law, classification restrictions and the policies and procedures of the Group. 4. To enforce, under supervision, all duties undertaken by the Group as directed and commensurate with the professional post assigned, including: - <ul style="list-style-type: none"> • The inspection of vehicles, premises and activities of commercial enterprises operating in the Borough, having regard to the qualifications and experience of the individual concerned, and codes of practice and other guidance including statute; • The provision of quality advice and assistance to consumers, residents and traders in the Borough, and to consumers with a contract concluded within the Borough; • The administration of trade permissions/licence applications; • The investigation of criminal or civil infringements; • The assessment, verification, testing or analysis of equipment in use for trade; • The conduct of surveys relating to the operational activities of the Group; • The securing of evidence for criminal or civil proceedings; • The attendance at police stations when suspects are in custody, or during operational activities to assist with the effective conduct of investigations; • The maintenance of appropriate records relative to all work undertaken; and • The preparation of infringement reports for criminal or civil proceedings; 			

5. To form part of Special Investigations Teams as required.
6. To attend all necessary training sessions and meetings and to complete all training records as required for qualifications authorities.
7. 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. Members of the public.

RELATIONSHIP TO OTHER POSTS WITHIN THE DEPARTMENT:

Supervision given to: -

None

Supervision received from: -

Officers, Principal Officers and Group Managers.

CONTROL OF RESOURCES (HUMAN, FINANCIAL, MATERIAL):

None

	DATE	INITIALS
PREPARED	July 2005	TA
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APPROVED	March 2006	TF

PROGRESSION CRITERIA

Incremental Progression within this band is dependant upon:

1. Any degree in a subject acceptable as admission for further training to become a qualified professional officer as determined by the relevant professional body.
2. A lack of negative indicators.