



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

Trainee Trading Standards Officers

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 Trainee Officer Band (Trading Standards Officers)				
Education & Qualifications				
Competency Level	Essential	Desirable	Assessed?	
			E	D
All Levels	<ul style="list-style-type: none"> GCSE Maths, English & Science (Grade C or above) or equivalent 	<ul style="list-style-type: none"> None Specific 	A E	
<i>Undergraduate Level</i>	<ul style="list-style-type: none"> On target to or already achieved 200 UCAS Tariff Points 	<ul style="list-style-type: none"> 80 Advanced Qualifications Points or 18 International Baccalaureate Points 	A I AC	A E
<i>Final Year Level</i>	<ul style="list-style-type: none"> Completed the second year of a TSI approved qualification degree course to a 1st or 2nd class level 	<ul style="list-style-type: none"> None Specific 	I E	
<i>Postgraduate Level</i>	<ul style="list-style-type: none"> On target to or already completed a degree level course acceptable to TSI as entry criteria for conversion to <i>Trading Standards</i> qualification 	<ul style="list-style-type: none"> None Specific 	A I AC	
Experience				
Competency Level	Essential	Desirable	Assessed?	
			E	D
All Levels	<ul style="list-style-type: none"> None specific 	<ul style="list-style-type: none"> None Specific 		A PP
<i>Undergraduate Level</i>	<ul style="list-style-type: none"> None Specific 	<ul style="list-style-type: none"> Experience of working in or with a law enforcement service 		A
<i>Final Year Level</i>	<ul style="list-style-type: none"> Completion of at least two weeks work experience with a Trading Standards Department 	<ul style="list-style-type: none"> Experience of attending inspections with officers at trade premises 	A	A I PP
<i>Postgraduate Level</i>	<ul style="list-style-type: none"> None specific 	<ul style="list-style-type: none"> Experience of working in or with a law enforcement service 		A
Skills and Abilities				
Competency Level	Essential	Desirable	Assessed?	
			E	D
All Levels	<ul style="list-style-type: none"> Ability to handle confrontational situations Ability to respond to customers courteously and helpfully Ability to prioritise work and meet tight deadlines 	<ul style="list-style-type: none"> Ability to use Microsoft Office products (Word, Explorer, Excel, etc) 	I AC	I AC

<i>Undergraduate Level</i>	<ul style="list-style-type: none"> Ability to communicate effectively using interpersonal skills 	<ul style="list-style-type: none"> Ability to apply legal principles to stated circumstances or events 	A I AC	A I AC
<i>Final Year Level</i>	<ul style="list-style-type: none"> Ability to communicate effectively through diverse media Ability to apply legal principles to stated circumstances or events related to trading standards work Ability to demonstrate effective decision making skills in identifying information needs 	<ul style="list-style-type: none"> Ability to access, process, analyse and apply legal provisions 	A I AC	A I AC
<i>Postgraduate Level</i>	<ul style="list-style-type: none"> Ability to communicate effectively through diverse media Ability to demonstrate effective decision making skills in identifying information needs 	<ul style="list-style-type: none"> Ability to apply legal principles to stated circumstances or events 	A I AC	A I AC

Knowledge

Competency Level	Essential	Desirable	Assessed?	
			E	D
<i>All Levels</i>	<ul style="list-style-type: none"> An understanding of the general risks faced by society from unscrupulous traders 	<ul style="list-style-type: none"> None Specific 	A I AC	
<i>Undergraduate Level</i>	<ul style="list-style-type: none"> A general knowledge of the work of Trading Standards 	<ul style="list-style-type: none"> A general knowledge of how law is made, the role of Parliament and the courts 	A I AC	A I AC
<i>Final Year Level</i>	<ul style="list-style-type: none"> Knowledge of how law is made, the role of Parliament and the courts An understanding of the nature of contractual relationships An understanding of the role of Trading Standards in market regulation 	<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 	A I AC	A I AC
<i>Postgraduate Level</i>	<ul style="list-style-type: none"> A general knowledge of the work of Trading Standards 	<ul style="list-style-type: none"> A general knowledge of how law is made, the role of Parliament and the courts A general knowledge of human rights requirements, including how to ensure integrity in the criminal justice system 	A I AC	A I AC

Work Circumstances

	Essential	Desirable	Assessed?
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Competency Level	Essential	Desirable	Assessed?	
<i>All Levels</i>	<ul style="list-style-type: none"> Ability to work outside office hours 	<ul style="list-style-type: none"> None Specific 	A I	D

Codes for Assessment:

A – Application Form

I – Interview

AC – Assessment Centre

PP – Professional Portfolio

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