

**Job Description and Person Specification**

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| **Details of the job** |  |
| Post title: | Trading Standards Tobacco and Vape Apprentice (Level 6) fixed term until 31/3/29 |
| Salary grade: | £29,628 - £31,610 |
| Hours: | 37 hours per week |
| Team: | Trading Standards Service |
| Location: | This is a hybrid role with a designated office base at Haylock House, Kettering |
| Reports to: | Team Leader (Senior Trading Standards Officer) |
| Service area: | Regulatory Services (Place and Economy Directorate) |

**Overall purpose of the post**

To ensure compliance with Trading Standards legislation and related standards through the delivery of outcomes which protect the community and secure business compliance.

This is a fixed term apprenticeship role where support and training will be provided to achieve the Level 6 Trading Standards Professional (Tobacco and Vape) Apprenticeship along with any additional qualification requirements.

**Principal responsibilities**

1. To undertake the Level 6 Trading Standards Professional (Tobacco and Vape) Apprenticeship and any additional qualifications required. Working towards obtaining the requisite skills and knowledge to carry out the full duties of a Trading Standards Officer.
2. With the supervision and guidance of Managers, gather and process intelligence regarding business non-compliance and appropriately respond to complaints and enquiries having regard to Service priorities, policies and procedures.
3. With the supervision and guidance of Managers, undertake proactive surveys and project work and inspect businesses to determine compliance with relevant standards, legislation etc. and deal with infringements that are identified.
4. Undertake test purchasing exercises, take samples and assist with the examination and testing of goods and services where required.
5. With the supervision and guidance of Managers, investigate alleged offences in accordance with relevant legal requirements and provide evidence in court in relation to such matters if necessary.
6. Compile reports, detailing decisions and ensuring all policies, procedures and legal requirements have been met.
7. Provide support, advice and guidance to local businesses.
8. To contribute to community protection initiatives which help the public to protect themselves.
9. To work effectively with partner organisations and wider council colleagues to achieve relevant outcomes.
10. Demonstrate awareness and understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
11. Ensure that reasonable care is always taken for the health, safety and welfare of you and other persons, and to comply with the policies and procedures relating to health and safety within the Service.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

**Selection Criteria / Person Specification**

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| Post Title: | Trading Standards Tobacco and Vape Apprenticeship fixed term until 31/3/29 |
| Grade | £29,628 - £31,610 |
| Service Area: | Trading Standards Service (Regulatory Services – Place and Economy Directorate) |

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| **Essential Criteria** (Key skills, knowledge and qualifications) | **Assessed By:** |
| Educational requirements – Five GCSEs at grade 9-4 / A\* - C or equivalent including Maths and English Language plus two A Levels or equivalent. | Application and documentary evidence of qualifications |
| Have the commitment to complete the Level 6 Trading Standards Professional (Tobacco and Vape) Apprenticeship including the tobacco and vape module plus one other module to be decided by agreement and in line with Service needs. | Application and interview |
| Ability to work remotely due to hybrid role. | Application and interview |
| Have an interest in consumer protection and the role carried out by Trading Standards. | Application and interview |
| Have a demonstrable record of having a positive attitude and working with others in a team along with the ability to learn and be flexible. | Application and interview |
| Ability to demonstrate awareness and understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. | Application and interview |
| Ability to manage own workload adapting to competing demands. | Application and interview |
| Have the energy, resilience and ability to work under pressure or with difficult customers and confrontational situations. | Application and interview |
| Have strong ICT skills along with the willingness and ability to learn new systems. | Application and interview |
| Have excellent written and verbal communication skills along with a confident and courteous manner. | Application and interview |
| Have the ability and willingness to travel for work, work out with regular office hours and in adverse conditions when required. | Application and interview |
| Have the ability to display North Northamptonshire Councils values and behaviours and actively promote them to others. | Application and interview |
| Full UK driving licence and use of own vehicle to visit varied sites and the ability to work in evenings and early mornings as and when required. Evidence of applicants driving licence and vehicle insurance with business insurance will be required should a position be offered. Without this documentation the applicant cannot be appointed. | Application and documentary evidence |
| **Desirable Criteria** |  |
| Knowledge of consumer protection and public health matters. | Application and interview |