

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Authorised Officer

Trading Standards, Regulatory Services, Place

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

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

Accountable to:

This role is accountable to the Trading Standards Team Leader, responsible for the direct line management of 4 Trading Standards Officers. The role sits within Regulatory Services, part of the Place Directorate in West Northamptonshire Council.

Responsibilities:

1. To respond to complaints/enquiries, undertake proactive surveys and project work and inspect businesses to determine compliance with relevant standards, legislation etc. and deal with infringements that are identified. To investigate alleged offences in accordance with relevant legal requirements and report appropriate matters. To provide evidence in court in relation to such matters
2. To contribute to community protection initiatives which help the public to protect themselves and to work effectively with partner organisations to achieve relevant outcomes.
3. When necessary to supervise support staff that are allocated to him/her.
4. To ensure Service policies and procedures are met in relation to the matters above.
5. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
6. Ensure that reasonable care is taken at all times 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 department.
7. 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.
8. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

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.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
		A, T, I, P, D
Energy, resilience and ability to work under pressure and show initiative	Essential	A, I
Positive attitude, particularly to change	Essential	A, I
Ability to give advice and information to business and the public in relation to Trading Standards matters	Essential	A, I
Ability to exercise sound judgement in seeking solutions to operational problems	Essential	A, I
Ability to undertake and complete tasks	Essential	A, I
Excellent written and verbal communication skills	Essential	A, I
Confident and courteous manner when dealing with customers	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
Ability to understand and interpret relevant legislation and standards	Essential	A, T, I, P, D
Knowledge of UK consumer laws	Essential	A, I, D
Knowledge of aims, values, goals and targets of Service	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Previous experience of criminal law enforcement and dealing with confrontational situations	Essential	A, I
Experience of working to criminal law processes and procedures	Essential	A, I
Previous experience of advising on civil law, associated court procedures and negotiating settlements	Desirable	A, I
Demonstrable record of working with others in a team	Essential	A, I
Demonstrable experience of dealing with the public and business	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Five 'O' levels C or above or GCSEs at grade 4 or above, including English and Maths	Essential	A, I, D
Holds a Trading Standards qualification or has relevant Trading Standards experience	Essential	A, I, D
Ability to travel to different locations	Essential	A, I

Food Qualification	Desirable	A, I, D
Clean Driving Licence	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37 hours per week	Primary work base:	Northampton
Job family band:	Regulatory and Technical - Grade 6	Worker type:	Part-flexible
Salary range:	£33,369 to £36,163	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

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Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

