



Department	REGENERATION	Division	TRADING STANDARDS
Designation of Post	ASSISTANT TRADING STANDARDS OFFICER	Grade Scale 4/5/6	Post No HE/5/019 HE/5/039 (0.5)
Responsible to	TEAM LEADER/TRADING STANDARDS OFFICERS		
Immediate Subordinates			

Description of duties

The values to which the Metropolitan Borough of Wirral is committed to are as follows:-

THE PURPOSE OF THE COUNCIL IS TO SERVE THE WIRRAL PEOPLE.
 COUNCILLORS AND EMPLOYEES ARE ACCOUNTABLE TO WIRRAL PEOPLE.
 WIRRAL COUNCIL WILL ACT WITH HONESTY, INTEGRITY AND RESPECT FOR THE INDIVIDUAL IN ITS DEALINGS WITH THE PUBLIC AND ITS EMPLOYEES.
 THE COUNCIL IS A PARTNERSHIP BETWEEN COUNCILLORS AND EMPLOYEES.
 THE COUNCIL'S MOST IMPORTANT RESOURCE IS ITS EMPLOYEES.

In accordance with these values, the postholder will be required:

Under the direction of Trading Standards Officers to:

- 1 Carry out the powers and duties devolving upon the Metropolitan Borough of Wirral under the statutes or amendments to statutes, Statutory Instruments and Regulations which are assigned to the postholder on attaining successful completion of training and/or adequate experience.
- 2 Assist in the investigation of alleged criminal and civil breaches in accordance with PACE and RIPA.
- 3 Under supervision, interview complainants in connection with enquiries and obtain initial witness statements.
- 4 Give evidence in criminal or civil Courts as required.
- 5 Under direction conduct test purchasing from commercial outlets on a random or planned basis and testing or forwarding such items for test to appropriate test centres, ensuring continuity of evidence.
- 6 Provide advice within the competency of the postholder to members of the public and traders as to their rights and obligations, ensuring that details are recorded accurately and promptly.
- 7 Ensure that computer, documentary and evidential records are maintained promptly and accurately
- 8 Undertake research duties in connection with aspects of enquiries, including the study of terminology used in respect of goods, services or legislative requirements.

- 9 Provide assistance to other staff of the Division, including the lifting and carrying of weights, sampling of products, seizure of evidence and the care and maintenance of standards and technical equipment.
- 10 Accurately log and ensure security and integrity of evidence.
- 11 Undergo and complete successfully such courses of study as may be required by the Trading Standards Manager to maintain a knowledge of the law relating to the postholders responsibilities.
- 12 Carry out any other duties commensurate with the grade.

Issued by

Chief Officer

Date

Scale 5 as above plus

Possession of Part 1 of the DCA, post graduate Diploma in Trading Standards, Foundation level of the DCATS, or a law degree or Consumer Protection degree or with extensive law enforcement experience.

Conduct investigations, including PACE interviews, into alleged criminal and civil breaches in accordance with PACE and RIPA, and prepare reports, under supervision.

Scale 6 as above plus

Possession of the DCA, DCATS, law degree or Consumer Protection degree or with extensive law enforcement experience.

Lead investigation into alleged criminal and civil breaches in accordance with PACE and RIPA, prepare reports and liaise with Legal and Member Services.

Conduct investigations, including PACE interviews, into alleged criminal and civil breaches in accordance with PACE and RIPA, prepare reports and liaise with Legal and Member Services.

Employee Specification Form

Post Number	HE/5/039 (0.5)
Job Title	ASSISTANT TRADING STANDARDS OFFICER
Department	REGENERATION
Prepared by and date	JOHN MALONE 14/05/07

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Working to the Diploma in Consumer Affairs and Trading Standards (or possession of the Diploma in Consumer Affairs), Consumer Protection Degree, the Post Graduate Diploma in Trading Standards or a law degree. 	App/Int	<ul style="list-style-type: none"> Possession of Diploma in Consumer Affairs or equivalent recognised Trading Standards qualification or law degree. Relevant technical or legal qualification in computing or IP law. 	App/Int App/Int
Experience <ul style="list-style-type: none"> Experience of working within a Trading Standards or other enforcement body dealing with intellectual property fraud. 	App/Int	<ul style="list-style-type: none"> Understanding of business practices and procedures. Able to professionally Investigate legal breaches. Able to give confident evidence as witness. Experience of structured technical system. Able to manage conflict and retain objectivity. Demonstrate continuous improvement in Customer Care. Co-operate and work well within a team in pursuit of team goals. Manage time and prioritise work in an effective and productive way. Work on own initiative. 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int App/Int
Knowledge and skills <ul style="list-style-type: none"> Excellent written and verbal communication skills. 	App/Int	<ul style="list-style-type: none"> Preparation of concise and understandable written reports. Able to orally explain complex matters. Ability to understand and interpret technical detail. Able to use presentation skills to persuade an audience. Effective use of IT applications such as word and Internet to record work and conduct research. Use negotiation skills to achieve desired outcomes. Demonstrate problem solving abilities. Adaptable and display innovative thinking Understanding of the UK legal system. Awareness of current Trading Standards issues. Evidence of a good record of achievement. 	App/Int App/Int App/Int App/Int App/Int App/Int App/Int Ap App/Int App/Int

		<ul style="list-style-type: none"> • Knowledge of commercial use of IT for illicit multi media production. • Detailed knowledge of intellectual property legal framework. 	
<p>Special Requirements</p> <ul style="list-style-type: none"> • Out of hours working. • Prepared to investigate criminal offences and appear at Court. • Prepared to be vetted for working with children. • Willing to undergo Diploma in Consumer Affairs and Trading Standards training, as appropriate. • Ability to carry out a wide range of physically demanding duties e.g., lifting weights eg 10 kilogram, petrol measures and bulky items such as seized computer towers. • Access to a vehicle or ability to travel around the Borough using public or private transport. • Good attendance record. 	<p>App/Int App/Int App/Int App/Int</p> <p>App/Int</p> <p>App/Int App/Int</p>	<ul style="list-style-type: none"> • Working with other agencies to resolve problems. 	<p>App/Int</p>

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- **Essential**
Those requirements without which a candidate would be simply unable to do the job.
Any candidate who does not meet the essential requirements must be rejected.
Examples could be the possession of current driving licence or relevant qualification.
- **Desirable**
Those requirements which are desirable, but not essential. A candidate should not be rejected for failing to meet any single desirable requirement.
Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- **Qualifications**
What qualifications, if any, should the postholder possess?
To what level
- **Experience**
What experience, if any, is relevant?
- **Knowledge and Skills**
Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- **Special Requirements**
Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc