

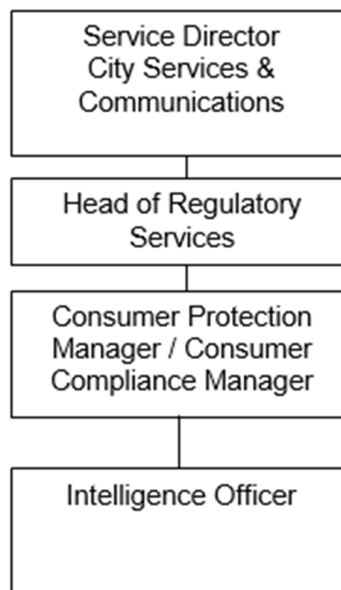
Job Description

Department:	Environment and Economy
Division/Section:	Trading Standards Service / Regulatory Services
Job Title:	Trading Standards Intelligence Officer
Post No:	011986
Grade:	9

Reports to: Consumer Protection Manager

Organisation Chart:

 Show immediate manager and any jobs reporting to this post



DBS Check Applicable? Basic Standard Enhanced None

**Is post exempt under the
 Rehabilitation of Offenders Act 1974**

In respect of declaration of spent convictions? Yes No

Police Vetting required? Yes No

Line Management responsibility for:	No. of direct reports:	Nil
	No. of indirect reports:	Nil
Size of budget:	n/a	

Job Purpose:

The post will provide efficient and effective intelligence systems to support the Service’s operational unit and managers in intelligence-led enforcement. It will develop intelligence sharing between other local authorities and a wide range of other agencies and provide detailed analysis of that Intelligence to enable Trading Standards to focus their effort and target resources most effectively.

Main Duties and Responsibilities:

- To research, design and establish Intelligence processes for Regulatory Services, in particular Trading Standards, and once established, manage and maintain them to effectively inform and enhance the work of the service. To include managing and maintaining users on the regional intelligence system.
- To champion Intelligence within the service, ensuring officers continue to record all relevant information on the databases and monitoring the quality of data inputted, taking steps to improve it where necessary.
- To identify the Intelligence needs of the service, and explore and identify available data sources to meet these needs. This will include utilising existing data sources and Regional Intel reports.
- To analyse and present data, using mapping, graphical and statistical techniques, to support focussed and effective intelligence-led service delivery by Trading Standards. In particular, to prepare regular intelligence reports in the agreed format and within the timescales for Trading Standards Tasking meetings, with tasking recommendations for consideration.
- To research and produce ‘Subject Profiles’ in line with the Intelligence Operation Model in relation to persons/traders of interest, investigating in depth known activities, trading names, methods of marketing etc
- To compile and analyse data to support relevant Regulatory Services projects.
- To work closely with the Trading Standards Data/Systems Analyst to ensure the Trading Standards database is effectively capturing the requisite information for Intelligence purposes.
- To act as Local Intelligence Liaison Officer (LILO) for Cambridgeshire and Peterborough Trading Standards and liaise with East of England Trading Standards Authorities regional intelligence group.
- To act as Single Point of Contact (SPOC) for the Trading Standards Service for receipt and dissemination of intelligence.
- To ensure data is retained only as long as it is needed on internal and external intelligence systems, and review such data at appropriate intervals.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE:
9/11/2017

COMPLETED BY: Peter Gell