

Person Specification

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| JOB TITLE: Trading Standards Intelligence Officer | POST NO: 011986 |
| GRADE: 9 | DEPARTMENT: Environment and Economy |
| HOURS: 15 hours per week | |
| DIVISION: Trading Standards Service | DIRECTOR: Annette Joyce |
| DATE: 7 th November 2017 | COMPLETED BY: Peter Gell |

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
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| KNOWLEDGE | <ul style="list-style-type: none"> • Knowledge and experience of researching and exploring information sources and collecting Information and data from these (A, I) • Knowledge and experience of using a range of analytical techniques to collate, assess, research, interpret and make inferences and recommendations from your findings (A, I) • Knowledge and experience of presenting data analysis in a range of formats suitable for the audience (A, I) • Fully competent in the use of basic office systems including Excel, Word, Outlook, PowerPoint (including multi-media functionality) and Internet (A) | <ul style="list-style-type: none"> • Knowledge and experience of using Intelligence Management systems (A, I) • Working knowledge of the National Intelligence Model and producing Intelligence products • Knowledge of Data Protection and ability to work within its framework (A) • Awareness of how Trading Standards fits into the Councils organisation and its relationship with partners • General knowledge and awareness of the organisational and |

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| | | <p>operational structure of other agencies e.g. District, Borough Councils, police etc</p> <ul style="list-style-type: none"> • Knowledge and experience of working in a law enforcement environment |
| SKILLS & ABILITIES | <ul style="list-style-type: none"> • Proven ability to identify and use data analysis techniques and provide guidance to management on new techniques or systems which may be of benefit to the service • Proven ability to absorb and evaluate a large amount of information and to make decisions e.g. is this a meaningful pattern or is there something wrong with the data (A, I) • Excellent numeracy skills including the ability to carry out statistical analysis, qualitative and quantitative research (A, I) • Proven ability to explore different ways of corroborating information (A, I) • Proven ability to write reports, communicate complex material and make recommendations in comprehensible form (A, I) • Methodical, with excellent attention to detail (A) • Proven ability to make own decisions and use initiative, work with minimal supervision and plan workload to meet the agreed deadlines (A, I) | <ul style="list-style-type: none"> • Ability to plan and manage a work programme spanning several months • Ability to read, interpret and understand government research papers, e.g. Home Office guidance and a variety of reports etc emanating from governmental and local governmental organisations (A, I) • Ability to network and build strong information-sharing relationships within relevant partnerships (A, I) |
| EXPERIENCE | <ul style="list-style-type: none"> • Knowledge and experience of qualitative and quantitative research (A, I) • Experience in collating statistics, undertaking statistical analysis etc (A, I) | <ul style="list-style-type: none"> • Experience of using an Intelligence Database • Experience of using MapInfo • Experience of partnership working |

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| | | <ul style="list-style-type: none"> • Experience of working within an Intelligence framework |
| QUALIFICATIONS | <ul style="list-style-type: none"> • Degree level or equivalent | <ul style="list-style-type: none"> • National Intelligence Analysts Training (NIAT) or equivalent • Continuing professional development e.g. data developments in the field of crime and disorder |
| PERSONAL CIRCUMSTANCES | <ul style="list-style-type: none"> • Current driving licence and access to a suitably insured vehicle for use in connection with duties (A) • Able to travel and attend meetings across the UK (A) • The ability and willingness to participate in work duties outside the normal hours of work as required to meet the needs of partners (A) • Prepared to undertake training as necessary for the effective implementation of the post requirements (A) | |
| EQUALITY | <ul style="list-style-type: none"> • Candidates must demonstrate understanding and commitment to the principals underlying equal opportunities. (A & I) | |
| CUSTOMER CARE | <ul style="list-style-type: none"> • Knowledge and understanding of effective customer care (A & I) | |

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / Interview, (P) Presentation, (W) Written Test.]