

Job Description

Department: Place & Economy

Division/Section: Trading Standards Service / Regulatory Services

Job Title: Senior Trading Standards Officer – Primary Authority and Business Advice

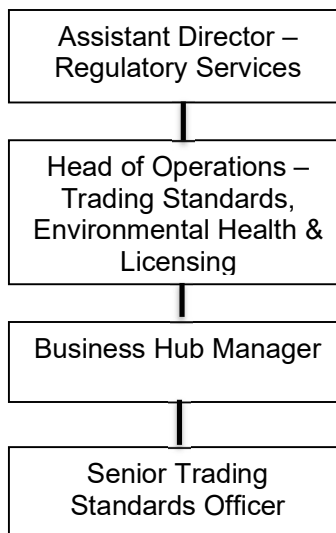
Post No: 012016

Grade: 11

Reports to: Business Hub Manager

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



**DBS Check
applicable?**

Basic Standard ☐ Enhanced ☐ None X

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

**Police Vetting
required**

Yes	No	X
Yes	No	X

**Line Management
responsibility for:**

No. of direct reports: Nil

No. of indirect reports: Nil

Size of budget:

n/a

Job Purpose: To support commercialisation and expand the existing client base within the Regulatory Companion team, engaging with businesses and wider business sector in order to maximise income generation

Provide in-depth specialist advice to Primary Authority clients on their rights, duties and obligations under Trading Standards legislation, and likewise provide in-depth specialist chargeable business advice to non-Primary Authority business clients on their rights, duties and obligations under Trading Standards legislation, which in the case of the former, may be Assured Advice under the Primary Authority Scheme. This will predominantly be in the field of Food Standards.

To support the provision of an effective and efficient Trading Standards Service for Cambridgeshire and Peterborough by ensuring business compliance across the range of Trading Standards legislation which contributes to the quality of life for the people of Cambridgeshire and Peterborough and supports legitimate businesses in these areas.

Main Duties and Responsibilities:

1. Identify future development opportunities to expand commercialisation across the Service and work collaboratively with the Business Hub Manager to develop and implement appropriate actions.
2. Provide in-depth specialist advice to our Primary Authority clients, on their rights, duties and obligations under Trading Standards legislation, some of which will be Assured Advice under the Primary Authority Scheme, and in addition provide in-depth specialist advice to our chargeable business advice clients. This will predominantly be in the field of Food Standards.
3. Maintain specialist knowledge in the field of Food Standards, and identify future developments and areas of concern in relation to Food, to enable you to provide an outstanding level of service to your Primary Authority clients.
4. Develop positive relationships with businesses, inspiring trust and confidence in the delivery of high quality advice and service to businesses.
5. Undertake specific activities to achieve appropriate engagement with existing and new business partners, communicating messages clearly and appropriately to different audiences.
6. Maintain excellent records of advice provided and upload the advice as appropriate on the Primary Authority portal.
7. Maintain accurate, detailed records on time spent on each piece of work to facilitate accurate, itemised invoicing.
8. Play an active part in the wider Regulatory Companion Team in terms of service development, new initiatives and attending business events to market our services.
9. Contribute to the development of the Service Plan and individual team plans, and deliver services to businesses and consumers as directed by those plans.
10. Represent the Service at the highest level at meetings with both internal and external stakeholders, in particular in relation to advice provided under Primary Authority Agreements. Develop effective internal and external partnerships and work with a range of stakeholders including other authorities and key organisations in Cambridgeshire and Peterborough and promote partnership working in order to achieve Service objectives.
11. Where appropriate undertake inspections of trade premises, take samples of goods and services, undertake surveys and projects to ensure compliance with Trading Standards legislation. Suitably qualified officers to undertake verification and calibration of W&M equipment.
12. Co-ordinate and lead projects and initiatives to ensure that objectives are delivered on time and within budget, including monitoring and evaluating the success of activities against the desired

outcome. Identify any improvements and ensure value for money was achieved.

13. Impart knowledge and expertise to Trading Standards Officers through mentoring and coaching.
14. Support officers undertaking the CPCF professional qualification (or its replacement) in the completion of Portfolios, carrying out the assessment of evidence submitted to demonstrate competence as appropriate (which may require attendance at the necessary course).

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: 24/06/2022

COMPLETED BY: Catherine Pawson