

## EMPLOYEE SPECIFICATION : Enforcement Officer

### Council Core Competencies

**These Council Core Competencies apply to all positions:**

Being Customer/Client Focused  
 Working Effectively with Others  
 Managing Change  
 Taking Ownership and Responsibility  
 Communicating Effectively  
 Planning and Decision Making

**These Council Core Competencies apply to positions with responsibility for managing people or resources:**

Leading Others  
 Managing Performance and Developing others  
 Political Sensitivity

	<b>Essential</b>	<b>Desirable</b>
Experience	Experience relating to enforcement or ensuring compliance with legislation.	Experience of Enforcement duties
Knowledge Skills and Understanding	<p>Able to demonstrate knowledge/ understanding of legal compliance.</p> <p>Able to keep up to date with new and amended legislation.</p> <p>Good communication skills, both verbal and written.</p> <p>Good interpretive and problem solving skills. Investigatory skills, able to identify necessary evidence.</p>	<p>Able to demonstrate partnership working with other bodies.</p> <p>knowledge of Trading Standards and Licensing legislation and its practical application.</p>
Qualifications and Training		Active participating in the Trading Standards Qualification Framework (TSQF)

<p>Job Specific Requirements</p>	<p>Able to meet sectional targets and performance indicators.</p> <p>Undertake enforcement work as directed, including investigation, inspection and sampling.</p> <p>Provide advice to business and the public regarding consumer rights and statutory compliance</p>	
<p>Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.</p>		

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Experience of Trading

Standards duties.

Knowledge, Skills and

Understanding

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