



Title <i>Trading Standards Investigator</i>	Department <i>PLACE</i>	Post Ref.
Job Purpose To contribute to the Service's provision of effective enforcement action and support to local consumers and businesses to give Nottinghamshire a better trading environment.		
Key Responsibilities <ol style="list-style-type: none">1. To enforce Trading Standards legislation via a variety of methods including complaint investigation, inspections, projects and targeted advice/education.2. To conduct complex investigations in line with relevant legal powers and procedural provisions, producing a written investigation report and attending court as necessary.3. To collect, assess, analyse and share intelligence in a lawful manner and to contribute to the Service's tasking and co-ordination process.4. To work closely with accredited financial investigators to ensure that all opportunities for the recovery of assets from defendants, who are the subject of investigations, are maximised.5. To provide basic and complex business advice.6. To provide advice and assistance to residents as applicable to prevent future similar problems.7. To develop and maintain an up to date knowledge and expertise within the areas of work allocated.8. To develop knowledge and use of the Service's ICT systems as appropriate to the role.9. To lead teams of multi-agency officers on investigations and operations appropriate to the role.10. To develop and maintain effective collaborative working with other agencies.11. To contribute to the development of, and lead on the delivery of. cross cutting, multi-agency projects.	Key Accountabilities <ol style="list-style-type: none">1. To ensure all work is conducted in accordance with the Service's key strategic aims and procedures.2. To ensure investigations the officer carries out are conducted legally, proportionately and effectively.3. To ensure all legal advice/assistance given is accurate, unbiased and compliant with the relevant legislation.4. To maintain the proper control and security of evidence always.5. To ensure all relevant information gathered and activities undertaken are accurately recorded on the Service's recording systems.6. To ensure the maintenance of confidentiality of all information held by the Service in compliance with Data Protection and other relevant legislation.7. To adopt an innovative problem- solving "can do" approach, debriefing and evaluating their work to ensure the continued development and improvement of the Service.8. To identify and implement opportunities to develop and improve the Service's systems and procedures.9. To provide support and guidance to other officers and managers as required.10. To take reasonable care your own health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the	

<ul style="list-style-type: none"> 12. To represent the Service at a local and regional level, when required. 13. To provide training and mentoring to relevant staff, as required. 14. To work with the media to convey key messages and raise awareness of the Service & Authority. 15. To attend emergency call outs as necessary. 16. When necessary working arrangements could involve some weekend, bank holiday, early morning and evening working for which appropriate recompense will be made in accordance with the relevant NCC terms and conditions. 17. The work of the post holder may involve visits to sites/premises where suitable protective clothing must be worn. 	<p>provisions of Health & Safety legislation and corporate and departmental codes of practice and procedures.</p> <ul style="list-style-type: none"> 11. To promote and deliver fair, sensitive and quality services to all existing and potential users of Nottinghamshire County Council. 12. Required to pass and maintain non-police personnel level 2 (full) vetting as an essential requirement for the role.
<p>The post holder will perform any duty or task that is appropriate for the role described.</p>	

<p><i>Person Specification</i></p>	
<p><i>Education and Knowledge</i></p> <ul style="list-style-type: none"> 1. Comprehensive knowledge of procedural legislation governing criminal investigation including: CPIA 1996, CJA 2003, RIPA 2000, PACE 1984, Human Rights Act 1998, rules of evidence etc. 2. Knowledge of legislation relating to fraud, conspiracy, aiding and abetting, POCA, criminal attempts and related offences. 3. Hold a valid UK driving licence (A taxi service is available for a disabled employee) 4. An understanding of the need for and the aims of a modern Trading Standards Service and the current challenges facing service delivery. 5. Knowledge and understanding of the application of workplace Health & Safety legislation. 	<p><i>Personal skills and general competencies</i></p> <ul style="list-style-type: none"> 9. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff 10. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 11. Ability to communicate effectively at various levels (both oral and written) 12. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available

Tier 7 – Experienced / Professional Staff

<ul style="list-style-type: none"> 6. No conviction for dishonesty (subject to the provisions of the Rehabilitation of Offenders Act 1974). 7. Sound ICT skills, including Microsoft Word, Excel and Outlook and the ability to use and maintain databases for the accurate recording and retrieval of information. 8. Proficiency in open source internet investigations, including all forms of social media. 	<ul style="list-style-type: none"> 13. Ability to meet agreed objectives and delivery targets by the effective use of resources. 14. To be mobile enough to enter premises and vehicles not belonging to the County Council and able to carry the equipment necessary for the role.
<p><i>Experience</i></p> <ul style="list-style-type: none"> 15. Substantial proven experience of working in an investigatory role and investigating a range of complex criminal offences. 16. Proven ability to handle, manage and record intelligence. 17. Proven ability to interpret and apply complex legislation and similar documents. 18. Proven ability to investigate offences, prepare concise accurate information reports and give evidence in court proceedings. 19. Proven ability to advise businesses on complex legal requirements. 20. Experience of effective partnership working. 21. Proven ability to lead successful projects. 22. Proven ability to work as a member of a team and without supervision when required. 23. Demonstrate a willingness and commitment to further develop knowledge of Trading Standards law and practice and a proven commitment to maintaining continuous professional development (CPPD) 24. Proven flexible approach to work tasks and willingness to work outside normal weekday office hours if necessary. 25. Proven ability to ensure that confidentiality is always maintained . 	

Date May 2021

Tier 7 – Experienced / Professional Staff