

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT: HOUSING AND SAFER COMMUNITIES

SECTION: TRADING STANDARDS

GRADE: P 04

POST DESIGNATION: SENIOR REGIONAL ILLEGAL TOBACCO OFFICER

Purpose of Job:

This strategic regional role, grant funded through London Trading Standards and hosted by the Royal Borough of Greenwich, provides leadership, expertise and coordination to support and strengthen illegal tobacco enforcement activity across London.

The postholder will act as the recognised regional specialist for illegal tobacco enforcement, leading complex investigations, developing regional strategies, influencing policy, supporting enforcement agencies and ensuring effective partnership working with Local Authority Trading Standards Services, HMRC, National Trading Standards and other regulatory and law enforcement bodies.

The role is responsible for improving regional enforcement outcomes, building operational capability, coordinating intelligence-led activity and ensuring the effective delivery of national and regional priorities relating to illegal tobacco.

Main Duties:

- 1) To lead the development and delivery of regional intelligence-led strategies, operational plans and interventions aimed at reducing the availability and supply of illegal tobacco products across London, ensuring alignment with National Trading Standards priorities and local enforcement objectives. To make recommendations to London Trading Standards, National Trading Standards and partner agencies on policy development, operational priorities and emerging risks relating to illegal tobacco enforcement.
- 2) To act as the recognised regional subject matter expert and lead technical representative for illegal tobacco enforcement, providing specialist advice, operational guidance and support to Trading Standards Services, London Trading Standards, National Trading Standards and partner agencies.
- 3) To lead and support complex illegal tobacco investigations and enforcement operations across the London region, providing specialist operational advice, coordinating multi-agency activities and ensuring investigations are conducted in accordance with legislative requirements, enforcement policies and relevant codes of practice.
- 4) To assess complex investigations and determine appropriate enforcement interventions, including criminal, civil and regulatory actions, ensuring compliance with legislative

requirements, enforcement policies and statutory codes of practice. To provide authoritative advice on evidential sufficiency, investigation strategy, disclosure requirements and prosecution standards in complex tobacco investigations.

- 5) To provide specialist support to Local Authority Trading Standards Services in the preparation of case files for criminal and civil proceedings, including prosecutions, closure orders, HMRC civil sanctions and other enforcement mechanisms.
- 6) To interpret and apply relevant legislation, codes of practice and professional guidance, making recommendations for enforcement action and ensuring compliance with PACE, CPIA and associated legal requirements
- 7) To provide professional advice and strategic recommendations to London Trading Standards, National Trading Standards and partner agencies on policy development, operational priorities, emerging risks and best practice relating to illegal tobacco enforcement.
- 8) To manage regional projects, initiatives and work programmes associated with illegal tobacco enforcement, ensuring agreed objectives, performance targets and funding requirements are achieved.
- 9) To monitor, evaluate and report on regional performance, enforcement outcomes and project delivery, preparing reports and recommendations for London Trading Standards, National Trading Standards and funding bodies.
- 10) To develop and maintain effective partnerships with Local Authority Trading Standards Services, National Trading Standards, HMRC, regional tobacco officers, law enforcement agencies and other stakeholders, facilitating intelligence-sharing, coordinated enforcement activity and the delivery of Operation CeCe objectives.
- 11) To coordinate intelligence-led operational activity across the region, identifying opportunities for targeted interventions and ensuring effective use of available resources.
- 12) To promote and increase participation in Operation CeCe and other regional and national initiatives designed to disrupt the illicit tobacco market and reduce associated criminality.
- 13) To act as the principal regional liaison with National Trading Standards, HMRC and other relevant enforcement bodies, facilitating communication, collaboration and coordinated operational activity.
- 14) To represent London Trading Standards at regional and national meetings, tasking groups, partnership boards, public enquiries and legal proceedings, acting as the principal point of contact for National Trading Standards, HMRC and other stakeholders and deputising for the LTS Board and leadership team where required.
- 15) To analyse intelligence, seizure data, enforcement outcomes and emerging trends, producing reports, briefings and performance information for London Trading Standards, National Trading Standards and partner agencies, ensuring the timely sharing of intelligence and operational updates.
- 16) To prepare and disseminate strategic reports, briefings, intelligence assessments and performance updates to London Trading Standards, National Trading Standards and partner agencies.
- 17) To design, develop and deliver training programmes, workshops, guidance materials and awareness initiatives for Trading Standards officers, enforcement partners, elected Members and other stakeholders.
- 18) To provide professional leadership, mentoring and technical support to Trading Standards officers and partner agencies, promoting consistency, capability development and best practice across the region.
- 19) To support the LTS Board and leadership team in the strategic and operational delivery of regional illegal tobacco enforcement activity and, where required, deputise in their absence,

providing professional leadership, making operational decisions on complex matters and representing London Trading Standards at senior-level meetings, stakeholder forums and partnership boards.

- 20) To deputise as necessary to ensure grant-funded resources are deployed effectively and in accordance with programme objectives, maintaining accurate records and ensuring the timely submission of performance, financial and operational reports, including seizure and enforcement data
- 21) To keep up to date with relevant legislation, technical information, policies and techniques, and to undertake CPD to maintain competence, including completion of training courses as required.
- 22) In connection with the normal post duties, to utilise and operate computer equipment as required, including inputting, interrogating, and analysing data.
- 23) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 24) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 25) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 26) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.
- 27) Responsible for providing mentoring opportunities to junior staff
- 28) This post requires a Basic DBS and will be supported by Safer Recruitment tools.
- 29) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to:

London Trading Standards Regional Co-Ordinator

Trading Standards Manager