

Person Specification



Job Title	Senior Regional Illegal Tobacco Officer
Grade	P O 4
Service/Section	Public Protection and Consumer Standards
Directorate	Housing & Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Significant working knowledge of Trading Standards legislation with an emphasis on its application to illegal tobacco enforcement (Note: application does not need to cite actual legislation to demonstrate awareness).	E
Knowledge of safeguarding duties and principles as they apply to the role of the service.	D
Skills and Abilities	
Ability to lead and support complex illegal tobacco investigation and enforcement operations.	E
Ability to advise, support and supervise the work of Officers (including apprentices and temporary staff) in order to secure suitable enforcement outcomes.	E
Strong and effective written and spoken communication skills, directed towards a range of stakeholders, Trading Standards teams and other audiences including business owners, elected members and legal (Court) scenarios	E
Ability to plan and manage own workload in the context of a hybrid working pattern (in line with current corporate procedures) and work flexibility to respond to the needs and priorities of the service.	D
Ability to contribute to policy development within the wider partnership working environment (e.g. London Trading Standards).	D

Experience	
Demonstrable experience of a range of Trading Standards enforcement activity, including partnership working and the use of concise and targeted communications Demonstrable experience of managing projects ensuring agreed objectives, performance targets and funding requirements are achieved.	E D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post. .	E E