The Highland Council

Job Description

Service:	Corporate Governance **Section:** Trading Standards
Job Title:	Assistant Trading Standards Officer
Grade and Salary:	HC6
Location:	Highland – based in Inverness It should be noted that in the interests of operational efficiency the location may be varied at a future date.
Responsible to:	Trading Standards Team Leader
Job Purpose:	The postholder will, subject to possessing the relevant competencies, be expected to undertake a range of regulatory and advice duties within the remit of the Trading Standards team.
Key Duties and Responsibilities:	1. Assisting Trading Standards Officers and other Enforcement staff. 2. Maintaining equipment and use of such when assisting others. 3. The inspection of trade premises. 4. The investigation of complaints relating to alleged breaches of both criminal and civil law. 5. Advising both businesses and consumers on legal requirements relating to Trading Standards. 6. Liaising with other agencies and Local Authorities. 7. Maintaining an effective working knowledge of the relevant Trading Standards laws. 8. The generation and maintenance of computer and paper-based record systems relevant to the work of the postholder.
Other Duties:	• The post holder may be required to undertake any other duties appropriate to the level of the post. • The post holder must be prepared to work flexibly and outside normal office hours.
Date:	June 2024

The Highland Council

Person Specification

Service: Corporate Governance

Job Title: Assistant Trading Standards Officer

Location: Highland - based in Inverness

Date: June 2024

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. Proven ability in effective written and oral communication.
2. Proven ability in the use of ICT applications.
3. A good general knowledge of the functions specific to the post.
4. Good interpersonal skills and the ability to deal with and manage potentially confrontational situations
5. The ability to work effectively either independently or as part of a team
6. Have a driving licence or access to personal transport

Ideal Attributes

1. Qualified in a Trading Standards framework or similar
2. Previous experience of working in Trading Standards