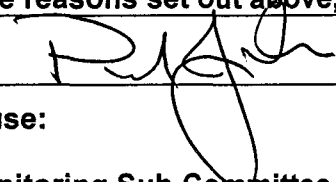


Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

| | |
|---|---|
| Service: Environmental services | Division: Protective Services |
| Section: Trading Standards | Post: Team Leader (Temporary) |
| Grade: NLC13 | Current Salary Scale: £34,348 – £41,553 |
| Date vacancy occurred: 2 August 2010 | |
| Reason for vacancy: Maternity leave of current post holder | |
| What are the consequences of not filling this post? Unable to deliver the Scambuster project throughout the whole of Scotland. This post is funded by BERR until 31 March 2011 and is hosted by North Lanarkshire Council and Dundee City Council. | |
| What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate? None. This temporary vacancy is based within Dundee. There are not a large number of North Lanarkshire Council employees who hold the appropriate qualification to enable them to undertake this post. In addition the employee's who do hold this qualification are not located within or close to Dundee. | |
| The following documents are enclosed with this form: (✓) | |
| 1. Job Description | <input checked="" type="checkbox"/> |
| 2. Organisational Chart (detailing location of post in structure and including number of posts at same level) | <input checked="" type="checkbox"/> |
| I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential. | |
| Signature Executive Director:  | Date: 17 AUG 2010 |
| Human Resources use: Date of Vacancy Monitoring Sub-Committee _____ | |
| APPROVE / NOT APPROVE / CONTINUE | |

NORTH LANARKSHIRE COUNCIL

JOB DESCRIPTION

| | |
|-------------------------------|---|
| Service: | Environmental Services |
| Division: | Protective Services |
| Job Title: | Temporary Team Leader |
| Post Reference: | ES/PE/051 |
| Reports to: | Team Leader (Project Manager) – Scambusters Team |
| Location: | Area Office |
| Grade: | NLC13 |
| Conditions of Service: | |

Job Outline:

Under the direction of the Motherwell Team Leader to lead a team of officers in investigating unfair trading practices throughout Scotland and carrying out appropriate enforcement duties.

Main Duties and Responsibilities:

1. To oversee operational provision of trading standards functions.
2. To lead a team of officers to ensure the efficient discharge of the duties and functions of the service.
3. Play a full and active part in service provision and, in conjunction with the Motherwell Team Leader, assist in the effective and efficient implementation of statutory duties .
4. Undertake such duties and responsibilities as delegated in terms of trading standards legislation that falls to be enforced by the Service.
5. Assist the Motherwell Team Leader to prepare and implement a management plan for the Section which will review needs, requirements and objectives for the section, review performance over the previous year and detail a forward programme of key tasks and performance targets for all aspects of the Scambusters projects.
6. Assist the Motherwell Team Leader to facilitate and plan personal and professional development for the assigned team of officers.
7. Keep under review all aspects of service policy and practice, identify and make recommendations on options to the Motherwell Team Leader, monitor service performance and make recommendations on methodology and systems of work within the service to ensure that

Council policies and programmes are being met.

8. Play a leading role in the integration of all professional, technical and administration staff and also the identification of policy options.
9. Provide trading standards services in accordance with relevant legislation, directives, codes of practice, guidance notes and other professionally recognised instruments.
10. Assist the Motherwell Team Leader to prepare annual revenue budgets for the section and thereafter undertake subsequent effective financial management to the range of services provided by the Section.
11. To ensure the keeping of an accurate and timeous record of all workload, completed and current, via the Service's computer system, or other appropriate system.
12. To participate in local, national and international consumer protection bodies where appropriate.
13. To identify opportunities for creation of collaborative partnerships facilitating networking arrangements. To promote the formation of partnerships and develop communications with businesses, other departments, agencies and the public.
14. To ensure service compliance with the European Convention on Human Rights, including overseeing the procedures highlighted by the Regulation of Investigatory Powers (Scotland) Act 2000.
15. To maintain an up-to-date knowledge of trends and practices in the field of central and local government.
16. To undertake out of hours work as required.
17. To maintain effective relationships within the Council and with external bodies and to ensure that the Service and the Council are presented as a caring and cost effective organisation within the community and to ensure that information is provided to all local authorities and key stakeholders.
18. To participate and liaise with local, national and international consumer protection bodies where appropriate, including other enforcement agencies and trade associations.
19. To assist in the preparation and presenting of any seminars, reports, exhibitions, displays and projects to both internal and external agencies. Attendance at Court if required.
20. To ensure that employees and / or any outside bodies under his/her control comply with the Service's, or their own, Health and Safety at

Work procedures and any relevant legislation and to ensure that safe systems of work are used at all times.

21. To carry out such other duties and responsibilities as are required from time to time by the Executive Director of Environmental Services.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but while some variations can be expected in particular duties the outline is considered to provide a reasonable general description of the post.

