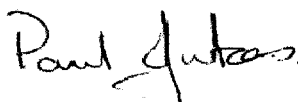


Policy and Resources (Vacancy Monitoring) Sub-Committee

Request to Fill a Vacancy Graded NLC12 and Above

Service: Regeneration and Environmental Services	Division: Protective Services				
Section: Trading Standards	Post: Senior Trading Standards Officer				
Grade: NL12	Current Salary Scale: £31,062 - £38,151				
Date vacancy occurred: 8 July 2013					
Reason for vacancy: Promotion of Post Holder					
<p>What are the consequences of not filling this post?</p> <p>Following the Council budget decisions, the Policy & Resources Committee approved a restructure of the Trading Standards Service from 4 teams to 2 with effect from 1 April 2103, resulting in the deletion of 2 x NLC14 posts, thereby reducing the number of service managers by 40%.</p> <p>It is therefore necessary that the number of Senior Trading Standards Officers in the structure is maintained at 2, in order to provide the required supervisory role for operational activities. The Senior Trading Standards Officer also plays an important role in inter-authority liaison to ensure uniformity and consistency of enforcement, in addition to having a specialist overview in relation to fair trading and product safety activities.</p>					
<p>What alternatives to filling the post have been considered and why is it considered that these alternatives are not appropriate?</p> <p>Acting up arrangements could be put in place, but this would have the effect of reducing operational efficiency, since the acting up officer would come from 1 of the 6 Trading Standards Officer NLC11 post holders, one of whom is currently on maternity leave.</p>					
<p>The following documents are enclosed with this form: (✓)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">1. Job Description</td> <td style="width: 30%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>2. Organisational Chart (detailing location of post in structure and including number of posts at same level)</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>		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"/>
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"/>				
<p>I confirm that, for the reasons set out above, that the filling of this vacancy is considered essential.</p>					
<p>Signature Executive Director: </p>	<p>Date: 19 August 2013</p>				

Human Resources use:

Date of Vacancy Monitoring Sub-Committee _____

APPROVE / NOT APPROVE / CONTINUE

NORTH LANARKSHIRE COUNCIL

JOB DESCRIPTION

Service:	Regeneration & Environmental Services
Division:	Protective Services
Job Title:	Senior Trading Standards Officer
Post Reference:	NLC/PE/
Reports to:	Assistant Manager (Trading Standards)
Location:	Area Office
Grade:	NLC12
Conditions of Service:	SJC

Job Outline:

Under the direction of the Assistant Manager (Trading Standards) for a team of officers in exercising the powers authorised by statute and carry out the duties appropriate to the office as authorised under the legislation administered by the Service and to efficiently discharge the duties and functions of the Service in accordance with the Council and Service objectives. To act for the Assistant Manager (Trading Standards) in his/her absence.

Main Duties and Responsibilities:

1. To oversee operational provision of all trading standards functions.
2. To lead a team of officers to ensure the efficient discharge of the duties and functions of the service within an assigned geographical area.
3. Play a full and active part in service provision and, in conjunction with the Assistant Manager (Trading Standards), assist in the effective and efficient implementation of the Council's statutory duties and also ensure that the Council's resources are most effectively deployed to this end.
4. Play a leading role in the integration of all professional, technical and administration staff and also the identification of policy options in conjunction with the Assistant Manager (Trading Standards)
5. Undertake such duties and responsibilities as delegated in terms of trading standards legislation that falls to be enforced by the Service.
6. Assist in the preparation and implementation of a service management plan for the team which will review legislative change, needs, requirements and objectives for the service, review performance over the previous year and detail a forward programme of key tasks and performance targets for all aspects of trading standards.

7. Assist in the facilitation and planning of personal and professional development for assigned team of officers.
8. Keep under review all aspects of service policy and practice, identify and make recommendations on options to the Assistant Manager (Trading Standards), monitor service performance and make recommendations on methodology and systems of work within the service to ensure that the Council and Service policies and programmes are being met.
9. Provide trading standards services in accordance with relevant legislation, directives, codes of practice, guidance notes and other professionally recognised instruments. These services include:-
 - * Relevant inspections for licensing and registration purposes
 - * The enforcement of the Health and Safety at Work legislation
 - * Inspections and sampling as appropriate in relation to trading standards
 - * Labelling and product safety
 - * Fraud and consumer credit investigation
 - * Petroleum licensing
 - * Debt Counselling
 - * Fair Trading.
 - * Investigations and projects
10. Have responsibility to keep under review three specific areas of trading standards legislation from the following: Metrology, Safety, Animal Health & Welfare, Trade Descriptions, Pricing & Credit and Agriculture & Quality, ensuring that the needs, requirements and objectives of the service in these areas are met.
11. Assist in the preparation of annual revenue budgets for the section and thereafter undertake subsequent effective financial management to the range of protective services provided by the Section.
12. To assist in the training of Trading Standard Officers, Enforcement staff and other internal staff where appropriate.
13. To provide management of administration staff ensuring continuity and adequate staff cover within assigned locations.
14. To ensure all staff within assigned locations work within the ISO 9002 Quality Management System and make recommendations to ensure a sound working system.
15. 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.
16. 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.

17. To maintain an up-to-date knowledge of trends and practices in the field of central and local government.

18. To undertake out of hours work as required.

19. 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 the citizens of North Lanarkshire are aware of the services provided by the Service and the Council.

20. To participate and liaise with local, national and international consumer protection bodies where appropriate, including other enforcement agencies and trade associations.

21. 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.

22. 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.

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

Protective Services – Trading Standards

06

