



3 Cricklade Court, Cricklade Street
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/trading-standards-enforcement-officer>

Trading Standards Enforcement Officer

Description

£35 an hour – 15 hours per week

3 month contract

To be responsible for the day to day delivery of the full range of Trading Standards duties (excluding weights and measures).

Providing compliance advice to business, undertake reports on projects and evaluate service projects. Carry out inspections as required. Undertaking investigations, gathering evidence including witness statements and expert opinions to create robust cases. Prepare reports which you'll use to brief colleagues, senior officers (including legal services) and create legislative briefings. In addition, you may be required to provide evidence in civil and criminal enforcement action in court. Initiate, lead, contribute to and participate in the planning, implementation and review of project work, surveys and sampling and testing programmes.

Assist in the preparation of Specific Service Plans and assist in developing and maintaining enforcement and procedure manuals. A proportion of the work done by the post holder is carried out away from the office and occasionally outside of normal working hours.

Qualifications

- Educated to Degree level and/or has sufficient experience working within the Trading Standards profession or other relevant enforcement experience.
- Evidence of Continual Professional Development (CPD) and/or statutory competency in relevant fields.
- Strong commitment to partnership working.
- Good written and verbal communication skills.
- Good organisational and case management skills.
- Good risk assessment and risk management skills.
- Good self-awareness.
- Flexible and responsive.

Contacts

Date posted

3 January 2024

Base Salary

£ 35.00

Job Location

Swindon Area

Working Hours

15 hours per week / 9am to 5pm

Beginning of employment

10th January 2024

Duration of employment

3 months

Employment Type

Full-time, Temporary



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Email: mail@coepi.uk