

Job Description

Trading Standards Manager

Service:	Trading Standards	Team:	Senior Management Team
Location:	Preston		
Salary range:	£47,847 to £51,903	Grade: 12	
		Technical/Professional	
Reports to:	Head of Service	Staff responsible for:	Principal Officers

Job Purpose

One of the Council's senior professionals in an area, heavily involved and integrated into the service, influencing, shaping and challenging at senior levels to inform service planning, development and associated budgets within their own area.

Scope of Work

Requires a high level of professional expertise and experience, exercising a large degree of independent professional responsibility and discretion. Role holders will lead, support or direct a team of professionals or be an individual contributor providing a technical reference to a professional team, but a major part of their role will be to work collaboratively and closely with senior management and stakeholders to ensure a range of service development, improvement and on-going compliance.

Accountabilities/Responsibilities

The following are a range of duties that are appropriate to this grade.

- Lead on the interpretation and communication of policy, legislation, regulations and codes of practice relevant to a wider service area than at Level Five, scanning the horizon for relevant changes that may impact the business.
- Proactively provide expert advice to meet internal/external customers' needs, to inform multi-agency initiatives, and to facilitate management decision-making which will have medium to long term effects on the business,
- Evaluate existing provision and monitor service developments to recommend large scale service improvements for decision by senior management e.g. reviewing service delivery models.
- Review management information requirements and identify improvements to ensure information gathered meets requirements for service planning or legal/security requirements.
- Represent the Council at external forums, conferences and meetings to build professional networks and influence wider policy agendas.
- Lead on the design and delivery of medium to large projects to resolve service issues or to achieve service improvements. This includes initiating and scoping improvement projects, and leading on the design of objectives.

Lead, develop and promote a culture of continual professional development of all staff at each level.

Skills, Knowledge & Experience

- Highly developed knowledge of the principles, theory and practice of specialist area
- Comprehensive understanding of the activities and objectives of the Council, both current and future
- Ability to successfully influence key decision makers at senior levels, both internal and external to the Council
- Up to date professional expertise
- Membership of relevant professional body
- Ability to scan horizon and understand implications of broader local government trends for the service
- Commercial acumen and financial understanding

In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification *Trading Standards Manager*

Your ability to meet the job requirements will initially be assessed by the information provided on your application, but further assessment will be undertaken at interview.

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
Professional qualification and substantial vocational experience in a relevant technical, scientific, specialised or operational field	E	A
Experience		
Significant experience in a senior technical/specialist advisory role within a large and/or complex operation/function/service	E	A/I
Significant experience of working across services within multidisciplinary teams; managing projects and teams outside of direct line management	E	A/I
Developing initial service plans and managing services in line with agreed budgets, targets and plans	E	A/I
Initial strategy, policy and procedural development and implementation across the area of responsibility	E	A/I
Innovative and creative management of services within a changing and challenging financial environment	E	A/I
Knowledge and Skills:		
Ability to build relationships and influence, develop and motivate at senior levels, internally and externally	E	A/I
Significant knowledge of the application, principles, theory and practice of the specialist area of responsibility	E	A/I
Comprehensive understanding of Corporate and service strategy and objectives and translation and implementation at local level	E	A/I
Ability to apply managerial judgement to ensure service area objectives are achieved	E	A/I

<p>Strong analytical and problem solving skills and the ability to look ahead and understand implications of future initiatives within the area of responsibility</p> <p>Strong project and change management skills</p>	<p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p>
<p>Other (including special requirements)</p>		
<p>Commitment to equality and diversity.</p> <p>Commitment to health and safety.</p> <p>Display the LCC values and behaviours at all times and actively promote them in others.</p> <p>Special Requirement:</p> <p>This is an essential car user post</p> <p>(You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive)</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Head of Service/ Headteacher/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

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Team/Establishment	Trading Standards
Post title	Trading Standards Manager
Description of main activities the employee will be required to undertake (or attach generic profile) Profile attached. Post has responsibility for a number of Trading Standards functions and the teams delivering them, via Principal Officers. The post also supports the Head of Service both individually and as a member of the Service's Senior Management Team, which involves providing input into strategic planning, performance management and policy development for the Service as a whole.	
Form completed by: (print name) Paul Noone	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring (e.g. colour blindness).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

N/A

Head of Service/Headteacher/Line Manager <i>(please print)</i>		Paul Noone	
Telephone Number:	01772 534123	Date:	21/12/20

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