

## Job Description *Senior Metrology Officer*

<b>Service:</b>	Trading Standards	<b>Team:</b>	Metrology
<b>Location:</b>	Metrology Calibration Centre, Bamber Bridge		
<b>Salary range:</b>	£39,513 - £44,711 (pay award pending)	<b>Grade:</b>	Grade 9 (SCP 30 – SCP 35)
<b>Reports to:</b>	Principal Officer (Metrology)	<b>Staff responsible for:</b>	Nil direct line reports

### Job Purpose

A technical specialist who is a highly experienced practitioner within the area of legal metrology enforcement and will maintain a workload requiring the application of both applied and theoretical knowledge.

The role is both proactive and reactive whilst working within clearly established service and professional guidelines.

The role holder will need to apply judgment and analysis to identify alternative solutions to a variety of routine situations. They will need to be competent in undertaking all routine legal metrology duties, including the supervision of support staff. There will also be an expectation of taking responsibility for the planning and management of project work alongside more senior members of staff.

The post will be involved with supporting less experienced staff, especially mentoring on training / qualification activity.

Work will involve a broad range of complex metrology activity and role holders will need to manage changing priorities, using professional judgment to respond to differing situations.

Communication skills are important as the role holder will interact regularly with both internal and external customers. In particular the Service operates a commercial calibration and hire service for metrology related functions which will require some involvement from the role holder.

### Accountabilities/Responsibilities

- Undertake and manage a full range of professional assignments and activities (e.g. inspections, assessments, audits, investigations, caseloads) within the metrology field to meet service requirements and to ensure council compliance with statutory, regulatory and professional requirements.
- Plan, control and manage allocated specialist projects and work programmes to meet a given brief and provide input to larger projects to resolve specific issues. This may include analysing complex data and producing ad hoc reports using professional expertise.
- Provide specialist advice and guidance to internal/external customers, making technical/professional recommendations about a course of action appropriate to the situation.
- Give support to assist colleagues in undertaking and providing more complex services.
- Maintain accurate and comprehensive records of all work undertaken in accordance with internal procedures, statutory requirements and to ensure traceability for evidential purposes.

- Collate and analyse technical data from a variety of sources and interpret findings for review by more senior colleagues, which may include producing ad hoc reports or project work.
- Provide information, advice and guidance to customers by interpreting established procedures, using technical experience, and by applying best metrological practice.
- Provide technical assistance, specialist training, mentoring and guidance to less experienced members of staff or external parties to ensure they are able to develop the necessary skills to perform their role competently.
- Identify opportunities for improvements to policies and procedures within work area in order to improve professional practice and customer service. This may include periodically providing analysis of management information to more senior professionals regarding possible improvements.
- Develop and maintain effective relationships and communications with other agencies and service providers in order to share information, build working relationships and to ensure co-ordinated, efficient and effective service provision. This may include requirement to represent the Service in relevant stakeholder events, committees, panels, forums etc

## 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.

## 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 *Senior Metrology Officer*

All the following requirements are essential unless otherwise indicated by \*

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 and, in some cases, by using other types of assessment(s).

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Statutory certificate issued by Secretary of State under Section 73 of Weights and Measures Act 1985 acting as qualification to be appointed as an Inspector of Weights and Measures.</li> <li>• Degree qualified (or equivalent) in relevant subject matter.</li> <li>• Recognised postgraduate or equivalent qualification in Trading Standards</li> <li>• Chartered Trading Standards Practitioner*</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• A number of years' experience as a legal metrology practitioner including the aspects of enforcement, advice, investigation and verification.</li> </ul>
<b>Essential knowledge, skills &amp; abilities</b>
<ul style="list-style-type: none"> <li>• Up to date and thorough knowledge and understanding of the work practices, systems, processes and procedures relevant to legal metrology practitioner role</li> <li>• Detailed understanding of the professional, regulatory, statutory and corporate frameworks/standards relevant to the role of legal metrology practitioner.</li> <li>• Sound analytical, investigative and problem-solving capability.</li> <li>• Able to formally train and mentor other professional staff.</li> <li>• Ability to influence others' behaviour through effective relationship building.</li> </ul>
<b>Other essential requirements</b>
<ul style="list-style-type: none"> <li>• Commitment to equality and diversity.</li> <li>• Commitment to health and safety.</li> <li>• Display the LCC values and behaviours at all times and actively promote them in others.</li> <li>• This is an essential car user post <i>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</i></li> </ul>