

JOB DESCRIPTION & PERSON SPECIFICATION

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| Director Area: Adult Care and Community Well Being | Job Ref Number: |
| Service Area: Trading Standards | Grade: 10 |

Job Title: TSEM Regional Illegal Tobacco Officer

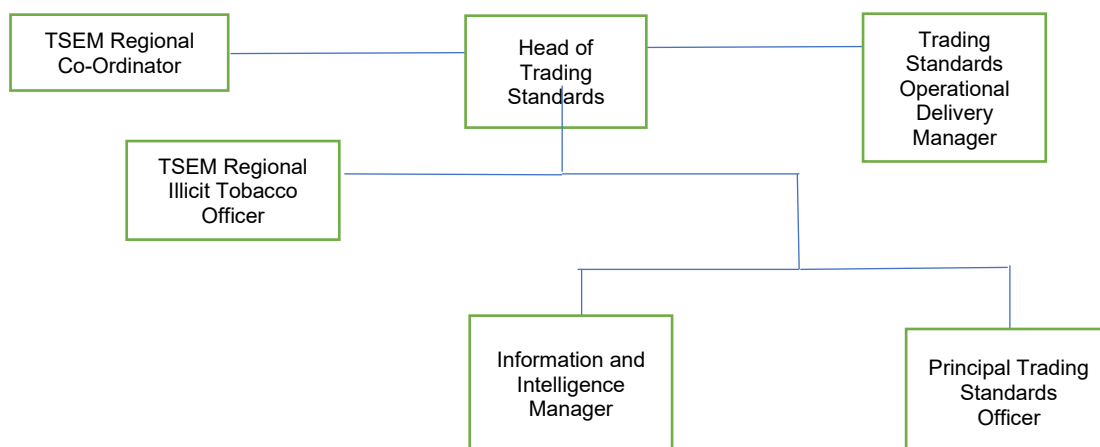
PURPOSE OF JOB:

The successful candidate will be embedded within the Trading Standards East Midlands Region, covering Derby City Council, Derbyshire County Council, Leicester City Council, Leicestershire County Council, Lincolnshire County Council, Nottingham City Council, Nottinghamshire County Council, North Northamptonshire Council and West Northamptonshire Council. They will work closely with local authority Trading Standards officers, HMRC (His Majesty's Revenue and Customs) and other law enforcement agencies to ensure the region has access to the intelligence, data and resources required to tackle illegal tobacco and infringements effectively.

The role includes the coordination and support of local Trading Standards activity to enforce legislation and disrupt behaviour in relation to illegal tobacco sales.

A key commitment of the Government strategy, 'Stubbing out the problem', published in January 2024, is to target demand for, as well as, supply of illicit tobacco by continuing the excellent work of Operation CeCe, with a close working of enforcement agencies which will be enhanced by the placement of illegal tobacco officers in Trading Standards regions.

STRUCTURE CHART:

**MAIN DUTIES:**

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| 1 | As an authorised officer within each LATSS, enforce relevant legislation to tackle illegal tobacco product supply across the East Midlands by conducting or supporting illegal tobacco investigations in the East |
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| | Midlands, responding within and outside of normal working hours as necessary. |
| 2 | As directed, carry out investigations, take statements, gather evidence, maintain exhibits, give evidence in the Criminal and Civil Courts as appropriate, including acting as an officer of the courts in the execution of warrants in accordance with established practice and procedure. |
| 3 | Actively seek out, build and facilitate relationships with local law enforcement agency partners, local authorities and other stakeholders. |
| 4 | Work closely with National Trading Standards (NTS) Project Lead to support and provide resources for local investigations and operations, acting as a conduit between NTS and local enforcement agencies. This will strengthen ties and deliver positive outcomes against illegal tobacco supply and infringement by coordinating activity and disruptions. |
| 5 | Raising awareness of illegal tobacco and infringement through working in partnership to increase knowledge and activity on illegal tobacco enforcement in the region, including offering development and training to local authority Trading Standards enforcement staff. |
| 6 | Working within the local landscape to champion the importance of tackling the supply of illegal tobacco at local level and the impacts of such supply. |
| 7 | Act as a regional point of contact for NTS and HMRC and work closely with them. |
| 8 | Provide a strong and complementary relationship with other regional illegal tobacco officers, operating within the existing Operation CeCe Group, to share best practice. |
| 9 | Attend Operation CeCe Group meetings, regional Trading Standards and Regional Investigation Team meetings to provide updates and share relevant intelligence where appropriate. |
| 10 | Communicate new initiatives, up to date analysis and regular updates to Trading Standards and other enforcement agencies regarding ongoing actions, campaigns and investigations acting as a conduit between Trading Standards and NTS / HMRC. |
| 11 | Identify opportunities and making best use of Tobacco Track and Trace referrals to HMRC that will facilitate the UK in tackling the illegal supply of tobacco and infringements at a local level. |
| 12 | The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post. |

PERSON SPECIFICATION

| Requirements | Where identified* | Essential | Desirable |
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| Significant experience of criminal investigative practice in law enforcement including interview, evidence gathering, report compilation and law enforcement techniques. | A/I | E | |
| A knowledge of Trading Standards law and related aspects of consumer protection enforcement / detriment in relation to Trading Standards work and more specifically that related to the supply of illegal tobacco. | A/I | | D |
| Significant experience of working in partnerships involving the development and maintenance of effective relationships with key partners. | A/I | E | |
| Good oral and written communications skills including evidence of preparing formal reports and verbal briefings. | A/I | E | |
| Proven ability to interpret and apply relevant legislation in respect of intelligence and information management | A/I | E | |
| Strong problem solving, analytical and decision making skills with the ability to make informed decisions and / or recommendations based upon available intelligence/evidence | A/I | E | |
| Good understanding of standard software packages including Microsoft Office applications (Word / Excel / PowerPoint / Outlook). | A/I/T | E | |
| Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours | A/I | E | |
| Works effectively under their own initiative or as part of a team of officers to meet service demands and ensures that officers under their supervision | A/I | E | |
| Proven ability to work under pressure against tight deadlines in achieving success against set targets and direction of resources (operational and financial) | A/I | E | |
| Hold a driving license and access to vehicle for work | A/I | E | |
| Understands their personal responsibilities and their | A/I | E | |

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| responsibilities for others and officers they are supervising with regard to Health and Safety. Understands risks and approaches to managing them effectively. Understands business continuity and their role in implementing business continuity plans. | | | |
| Pass the appropriate level of Police Vetting | T | E | |
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*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.