



Person Specification			
Post title	Trading Standards Officer	Grade	O

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Extensive experience in the same/comparable enforcement role	CV/SS, I
S2	Experience of undertaking regulatory surveillance activities, enforcement interventions and inspections across the remit of trading standards regulatory activities.	CV/SS, I
S3	Up to date knowledge of Trading Standards related legislation and good practice, including implications of Regulation of Investigatory Powers Act, General Data Protection Regulation and information security requirements.	CV/SS, I
S4	Experience of planning multi-agency initiatives and investigations with internal and external partners	CV/SS, I
S5	To make recommendations to Senior Officers regarding service delivery and enforcement decisions on a range of TS issues which may have significant impact – financial or otherwise – on individuals and businesses.	CV/SS, I
S6	To be able to lead on and participate in complex investigations and prepare prosecution reports.	CV/SS, I
S7	Develops positive working relationships with other teams both within and outside the organisations e.g. voluntary and health sectors.	CV/SS, I
S8	Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others, competing priorities and tight deadlines.	CV/SS, I
S9	Ability to cope flexibly with competing priorities/workloads under own supervision using initiative	CV/SS, I
S10	Ability to work independently, plan, prioritise and coordinate workload to meet targets	CV/SS, I
S11	Experience of customer care, direct customer contact with service users and engaging partners	CV/SS, I
Personal attributes and circumstances		

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P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P1	Developing Self and Others – Ability to question, and request right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others’ learning and share learning with others.	I
Communication		
C1	Ability to communicate effectively both verbally and in writing with the public, staff and Management (face to face, telephone, reports, letters and emails). Being able to get things done through working with other people and assisting them to maximise their contribution to deliver necessary outcomes.	CV/SS, I
C2	Experience of developing relationships internally and externally, working with Partner organisations to deliver shared goals and outcomes	CV/SS, I
Qualifications		
Q1	Diploma in Trading Standards / Trading Standards Practitioner Diploma or equivalent	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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