**Role description**

**CTSI Lead Officer**

**Reports to: CTSI Head of Policy**

**What does a Lead Officer do?**

CTSI Lead Officers are instrumental in helping us to shape and influence policy, contribute to national debates, and promote the work of Trading Standards. In recent years our Lead Officers have raised awareness, developed policy and shaped legislation on a variety of issues from online marketplaces, tackling underage vaping and raising food standards, to name but a few.

Our Lead Officers are highly respected and provide specialist knowledge to the Institute and externally. Thet provide their time on a voluntary basis and have a particular in-depth knowledge and understanding of specific areas of trading standards work.

On a day-to-day basis our Lead Officers are involved in a range of different activities, from helping CTSI to develop policy, responding to major Government consultations, influencing legislation, and representing us externally with key stakeholders, politicians and in the media.

We are now looking to recruit new Lead Officers to support our work and would welcome applications. You should have an in-depth working knowledge and expertise in a particular subject area, as well as being interested in politics and policy making.

All Lead Officers should be members of CTSI and must have the approval of their employer to take up this role.

**Responsibilities and Duties:**

* Represent CTSI at external meetings/working groups and Committees – this could include Government, Parliament and at local/national conference and events;
* Work with CTSI’s Policy team to horizon scan for ongoing and emerging issues in your subject area. This could include helping to develop new policy work that could inform future CTSI campaigns.
* Support the CTSI Policy team to draft responses to Government consultations and draft Bills;
* Help develop CTSI Policy Papers etc, when requested (by CTSI and/or other organisations)
* Support media activity, including acting as media spokespeople, speaking to journalists and working with CTSI’s Press Office.
* Produce biannual reports for CTSI’s Council’s bi-annual meetings which are reviewed and help to determine and update CTSI’s policy priorities every 6 months).

This is not an exhaustive list, and you will be expected to be flexible in your approach to carrying out your duties that may change from time to time to reflect changes in the Company’s circumstances.

**Our Lead Officers enjoy the full support of the CTSI media and PR resource as well as the communications, policy and information expertise and capacity available via the CTSI executive and contractors. Coaching and training is also possible in agreed circumstances.**

**Person Specification**

* We are particularly interested in CTSI members who have an expertise in the following subject areas:
* Cosmetics, beauty & hygiene
* Motor Trade
* Civil Law
* Legal Metrology
* Food
* Fair Trading
* Product Safety
* Age Restricted Sales
* Net Zero

Other key skills

* Ability to demonstrate a personal commitment and contribution to the issue.
* A member of CTSI at the time of applying for the Lead Officer role.
* Good communication skills
* An energetic and positive attitude
* Interested in politics and policymaking, with a specific interest in influencing debate and legislation on a local and national level.
* Lead Officers should be fully qualified and working towards, or hold, Trading Standards practitioner status.
* Is employed in a Trading Standards capacity.
* Has experience writing reports and analysing legislation.
* Known interest/track record in the subject area.
* Willingness to sacrifice personal time if necessary.
* A degree of political and policy sensitivity.

**Desirable:**

* Willingness to handle media enquiries, do media appearances on behalf of CTSI, and possible gave media training prior to taking up the role of CTSI Lead Officer.
* Either working towards, or already in possession of, Chartered status.