



Chartered Trading  
Standards Institute

## Business guidance: contributor for animal health (Wales)

£30 per hour

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The Chartered Trading Standards Institute wishes to appoint an individual to help maintain the online business guidance for England and Wales that appears on Business Companion and our content syndication range (ts broadcast and ts community).

Ideal candidates will be trading standards officers with a very good knowledge of a wide range of trading standards legislation and a particular interest in the chosen area. Contributors should do this work at home, separately to their day job (unless the authority is happy for work time to be spent on it). A certain amount of IT competence is required as we use an online updating system.

For animal health, the content updates are usually done by the contributors for England first, with any changes then being assessed by the contributor for Wales (and Scotland) who will also make any changes unique to their country. However, when legislation in Wales changes independently of English law, updates are made by the contributor for Wales alone.

The guidance documents are checked, and updated if necessary, at least once a year;

more often if legislation changes. There may also be queries on the content, which you will need to look into. In addition, there may be occasions when new guidance is required.

If legislation changes or we receive an enquiry it's essential that we can update the content quickly so please be certain you have enough free time to complete the work before applying.

Existing guidance can be seen on [Business Companion](#). The titles of the documents you would be responsible for will be sent on request.

The positions attract a fee of £30 per hour. The updates usually take approximately two hours per guide; sometimes less, sometimes more, depending on each guide's length and how much has changed since it was last updated.

If you are interested please contact Stephen Conway at [stephenc@tsi.org.uk](mailto:stephenc@tsi.org.uk) for an application form.

NB: contributors are not CTSI employees but contractors; therefore tax, national insurance, etc is not dealt with by CTSI.