

Trusted Trader Accreditation Officer

60156 CESE

Countywide

(based at County Hall, Norwich or Priory House, King's Lynn)

£30,451 to £32,234 per annum – 37 hours per week

Fixed contract until 28 October 2022

We are also seeking to recruit an enthusiastic and self-motivated Trusted Trader Accreditation Officer to join our Trading Standards Service within our Safety and Fair Trading Team. Trusted Trader is Norfolk County Council's Trader Assurance scheme. We are looking for someone to deliver the Norfolk Trusted Trader accreditation process, by carrying out legal and other compliance checks on Norfolk Trusted Trader new member accreditations and renewals, delivering advice to members and the development of processes for the successful delivery of the project.

You would be joining us at an exciting time, as the Norfolk Strategic Fund is contributing to a 2-year project. This project is designed to both support the current members through the

post COVID-19 period and expand the scheme to widen the reach, geographical and trade sector coverage in Norfolk. You will be a team player with strong project management skills including planning, organisation, prioritisation and problem-solving abilities.

Applications are invited from those who hold the Diploma in Trading Standards, DCATs or its equivalent or someone with previous legal experience able to assess business compliance with legal requirements.

A full driving licence is essential for this post.

For an informal discussion regarding this vacancy please contact Teresa Haxell (Lead Trading Standards Officer) on 01603 224288 or Alice Barnes (Safety and Fair Trading Manager) on 01603 222749

For further details and how to apply:

Online: Trusted Trader Accreditation Officer 60156 CESE

Closing date: 29 November 2020

Interviews will take place via video technology, where you will have the opportunity to discuss these working arrangements.

