



## Trading Standards Officer L6 Apprenticeship

<b>Reports to:</b>	Senior Regulatory Service Manager		
<b>Department:</b>	Trading Standards	<b>Grade:</b>	Apprentice LLW
<b>DBS Status:</b>	Yes enhanced	<b>Politically restricted:</b>	No

### Job Purpose:

Trading Standards team Apprentice Officer, gaining a nationally recognised Level 6 Trading Standards qualification while making a real difference to residents, businesses, and communities across Brent.

In this role, you will focus on the trading standards work around illicit tobacco and vapes, to help protect consumers, support legitimate businesses and tackle illegal and unsafe trading practices across the borough contributing to Brent's commitment to safer, stronger communities and inclusive local growth.

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

1. Support the enforcement of Trading Standards and consumer protection legislation.
2. Carry out business inspections and compliance checks across Brent.
3. Participate in intelligence-led operations, including test purchasing and market surveillance.
4. Investigate complaints relating to fraud, product safety and illegal trading.
5. Provide advice, guidance and support to local businesses.
6. Maintain accurate records and case files using council systems.
7. Contribute to partnerships with organisations such as the Metropolitan Police, HMRC and London Trading Standards
8. Support Brent's work on preventing crime, protecting vulnerable residents and improving public safety.

### Training & Development

You will complete a Level 6 Trading Standards Professional Apprenticeship, combining practical experience with formal study.

- Around 20% of your time will be dedicated to structured learning.
- You will be supported by a mentor and experienced team members.
- You will develop skills in consumer law, investigations, enforcement and intelligence work.
- You will build a professional portfolio and complete all required assessments.

This programme typically runs for up to 29 months, providing a clear pathway to becoming a fully qualified Trading Standards Officer.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

### **Essential Requirements (key skills & qualifications)**

#### **Knowledge and Qualifications**

1. Three GCSEs (or equivalent), including English and Maths (Grade 4/C or above)
2. Two A-Level passes, or equivalent in any subject.

#### **Experience**

1. Experience in a regulatory environment is desirable but not essential

#### **Skills and Abilities**

2. Passionate about making a difference in local communities
3. Communicates clearly and confidently, both in writing and in person
4. Is organised, proactive, and able to manage competing priorities effectively
5. Is committed to learning and developing both professionally and academically
6. Works well as part of a team, while also being confident working independently
7. Resilient and able to handle sensitive or challenging situations
8. Has a basic understanding of consumer protection, licensing, and business regulation

#### **You will also need to demonstrate:**

9. A strong understanding of the importance of confidentiality in regulatory work
10. A genuine interest in local government and delivering high-quality public services
11. A flexible, positive, and can-do approach to your work
12. Commitment to completing the Level 6 apprenticeship
13. Willingness to work flexibly, including some evenings and weekends
14. Ability to travel across the borough and to training locations
15. Please note a full UK driving License is desirable for this role and will be required upon completion of this training. This is not a part of the training programme and will have to be managed outside working hours.

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*