



Role Profile

Scottish Illegal Tobacco Officer			
Reference No:	A5727		
Service:	Protective Services		
Job Family:	Protective Services	Grade:	FC8

Purpose
The successful candidate will be embedded within Fife Council's Trading Standards Team forming a peripatetic team, of up to 2 officers, working across Scotland to combat the supply of illegal tobacco products, working closely with other Scottish Local Authority Trading Standards Services (SLATS), HMRC, Police and other enforcement agencies, to support the enforcement of tobacco control legislation by investigating, detecting and disrupting the supply of illegal tobacco products across Scotland, as part of Operation CeCe. To carry out visits to businesses who supply tobacco products and assess their compliance with tobacco legislation and to take appropriate enforcement action where illegal tobacco products are found, which may include referring cases to HMRC for Sanction under the Tobacco Products (Traceability and Security Features) Regulations 2019. To develop, plan, manage and provide the required focused collaboration for this area of work and ensure that direction and performance meet the strategic goals.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
As part of the national team working across Scotland, carrying out intelligence-led inspections of trade premises to assess compliance with Trading Standards legislation relating to Tobacco.	Educated to SCQF Level 9 or equivalent relevant experience	✓	

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Where necessary, obtain warrants for trade premises and private dwelling houses in connection with criminal investigations. Proactively assess intelligence to identify potential targets suspected of being involved in the supply of illegal tobacco products. Investigating and gathering information and corroborated evidence from various sources regarding complaints and breaches of Trading Standards legislation relating to Tobacco, adding intelligence to IDB, the Intelligence Database used by Trading Standards, as part of the process. Work with colleagues in Fife Trading Standards to support their work in targeting illegal tobacco products. Where targets identified are operating in other local authority jurisdictions, build relationships with Scottish local authority SLATS allowing a collaborative approach to tackling the illicit tobacco trade by either leading on inspection and investigation work or by assisting SLATS teams carrying out this work. This will include upskilling those SLATS officers who are new to this area of work.	Knowledge and experience in regulatory enforcement, investigation and compliance Knowledge of the work of Trading Standards does, in particular Operation CeCe and partnership working with HMRC Ability to travel throughout Scotland Communication skills Time management skills Investigative skills Experience of working in an enforcement role Knowledge of Scottish legal system Experience of investigational work Conflict handling skills	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Making judgements on the best way to resolve issues and take appropriate action including drafting written warnings, compiling prosecution reports for the Crown, and drafting Sanctions referrals for submission to HMRC.	Communication and report writing skills	✓	
Build working relationships with other enforcement agencies who have an enforcement role in respect of illegal tobacco products such as HMRC, Police Scotland, Immigration Service and Border Force with a view to encouraging the exchange in information/intelligence and carrying out joint operations. Attend expert officer group meetings to maintain contacts and share best practice	Experience of collaborative working and engagement with partners and stakeholder, developing and maintaining effective relationships	✓	

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Maintain the necessary expertise in the assessment and identification of illegal tobacco products in terms of tobacco control, trademark and HMRC track and trace regulations. This will include attending training opportunities.		✓	
Carry out intelligence gathering activities such as test purchasing and covert surveillance work where these methods are required to gather intelligence on illicit trade activity. Visit business premises to carry out a structured and intelligence led process involving pre-visit preparation, arrival and identification, inspection activities, evidence collection, enforcement and follow-up, and reporting and intelligence sharing. To provide regular performance reports and briefings to Fife Trading Standards leadership group, The Society of Chief Officers of Trading Standards in Scotland (SCOTSS) and HMRC. [Fife Trading Standards are managing these roles on behalf of the other SLATS].	Computer skills, liaising with intelligence officers and LILOs, regular discussions with colleagues Ability to work independently and manage a flexible workload Tact diplomacy and assertiveness skills Performance management skills	✓ ✓ ✓ ✓	
Have a solid understanding of numerous key pieces of legislation and regulatory frameworks that govern tobacco control, sales and enforcement.			
The base for this role is primarily from home and will require travel throughout Scotland to other local authority Trading Standards Services, and businesses within those authorities. It may also include some overnight stays.	Full UK Driving Licence	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role; however, this job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.