Post Specification

Post Specification - Key Information

- **Post Title: Regulation and Compliance Officer**
- **Date: October 2025**
- **Post Group Number: 6324**
- **Job Family: Regulation and Technical**
- **Job Family Role Profile: RT9**
- **Final Grade: 10**

To be read in conjunction with the job family role profile.

Service Area Description

The Public Protection Service ensures that people's living and working surroundings are safe, healthy, hygienic and that consumers are protected. A wide range of regulatory activities are provided, including Consumer protection, Food safety, Health protection, Infection control, Noise, nuisance and drainage, Health and safety at work, Licensing, Food safety and integrity, Air Quality, Animal health and welfare, Private water supplies, Port health and Stray dogs. The service focuses on prevention, consultation, investigation and education regarding health risks and maintaining a safe environment.

Purpose of this Post

The purpose of this role is to provide legal and technical advice to the council, companies and individuals in some or all of the following areas, Food Safety, Health and Safety, Infection control, Noise, Nuisance and Drainage, Licensing, Air Quality, Animal health and welfare, Private Water Supplies, Port Health and Stray Dogs. To inspect and sample local businesses and residential premises, and to ensure compliance with public protection legislation. Where appropriate, to provide legal advice and investigate criminal offences with a view to reporting for formal legal action and attendance in court.

Key Job Specific Accountabilities

1. To conduct investigations into alleged criminal practices.

2. To conduct programmed and reactive inspections, sampling, testing and assessing of products from local businesses, farms and residential premises, to ensure compliance with public protection legislation and guidance.

3. Provide support and technical/legal advice to businesses, farms and residential premises owners based in the Westmorland and Furness area, to encourage public protection and economic growth, or to protect animal health and welfare.

4. Maintain professional competence through continual professional and personal development activities.

5. Deliver enforcement, consumer/community education and marketplace investigations, operations and campaigns.

Please note: Annual targets will be discussed during the appraisal process.

Key Facts and Figures of the Post

- **Budget Responsibilities**: May assist budget holder in some cases
- **Staff Management Responsibilities:** May include some day to day supervisory responsibilities
- **Other:** May need to use equipment or have additional training for particular activities

Essential Criteria

- **Qualifications:**
- Technical, vocational or professional qualification at degree level or equivalent experience (NVQ Level 4)
- Registered qualification in some areas where it is a requirement may be required, e.g. NEBOSH, DipAcoustics and Noise Control, EHORB, Water Sampling Certification or IoL Practitioner
- **Experience:**
- Significant Experience and knowledge in the relevant area of pubic protection and regulatory services.
- Experience and competence to undertake complex investigations into criminal and civil offences.
- **Expertise:**
- Excellent verbal and written communication skills to a variety of different audiences.
- Ability to plan and prioritise workloads.
- Able to encourage others and offer them potential ways of finding solutions and creating changes.

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.

- The level of check required is *(remove others not required):*
    - DBS Enhanced – Children

Job Working Circumstances

- **Emotional Demands:** The post holder may be involved in dealing with challenging situations and dealing with distressed people
- **Physical Demands:** The post holder may be required to lift and carry equipment, and may be expected to work in awkward or confined spaces
- **Working Conditions:** The post holder may be expected to work in adverse weather conditions, and be exposed to noise, mildly hazardous substances, dust, and chemicals.
- The post holder may be expected to deal with adverse people behaviour including aggression
- **Other Factors:** Ability to travel throughout Cumbria with occasional out of county travel.
- To model and display the corporate standards of behaviour.
- To conduct underage test purchasing exercises for age restricted goods to ensure compliance with legislation. During this activity, the post holder will have direct supervision of a child under the age of eighteen. The post holder will be required to transport the minor to and from identified locations.