

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Fleet Management Recovery Driver	Leadership level:	
JRN:	20080	Job family:	
Band:	4	Location:	Location Based
Allowances:	As per contract	Politically restricted:	No
Department:	Fleet	Vetting level:	RV
Reporting to:	Fleet Supervisor (Support)	Date published:	September 2022
Posts responsible for:	None		

Part A – Job Description

Overall purpose of the role:

Provide a comprehensive vehicle recovery, collection and delivery and driving service, including the transportation of equipment, in order to support policing activities and the effective and efficient operation of Fleet Management.

Key responsibilities of the role:

1	Undertake a vehicle recovery services, adhering to all relevant road traffic laws, and in accordance with industry standards in order to contribute to the effective and efficient operation of Fleet Management.
2	Maintain up to date professional development of light vehicle recovery legislation and national guidance in order to provide a comprehensive and efficient vehicle recovery service.
3	Collect and deliver vehicles using force recovery vehicles and second vehicle lift (spec frame) when necessary. Organise and plan own transport routes, in order to maximise and facilitate a more effective and efficient use of force vehicles.
4	Undertake and record routine vehicle and equipment safety checks on force provided recovery vehicles. Carry out basic maintenance of other force vehicles when requested and trained accordingly. Reporting and recording major defects and accident damage to supervision, in order to minimise the risk of incidents though defects.
5	Clean and valet vehicles when requested to do so, in order to provide a better working environment for vehicle users, and to maintain the professional image of the force.
6	Undertake a range of cleaning and minor maintenance duties in and around Fleet Management premises, associated buildings and yards, including clearing and salting yards in order to ensure that access and services are maintained to the necessary standard.
7	Where required, undertake specialist recovery tasks utilising provided equipment.
8	Undertake any other duties requested, which are in commensurate with role, and may be required

Part B – Scope of contacts

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Internal / External relationships:

Internal: All Northumbria Police operational delivery and support departments.

External: Parts suppliers, contractors, UK Police Forces, members of the public.

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Part D – Continuous Professional Development (CPD) role 6 months

First 6 months

1

2

3

4

12 months and beyond

5

6

7

8

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	Institute of Vehicle Recovery Modules VR1-VR7 (inclusive) and VR24 or equivalent.		Application/interview

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	Category CE Driving Licence. Vehicle transport and/or recovery experience using a flat-bed or side-back truck with spectacle lift frame.		
Planning and organising	Ability to plan effectively and to identify and mitigate risks to delivery.		Application/interview
Problem solving and initiative	Ability to work calmly and accurately under pressure.		Application/interview
Management and teamwork	Ability to work effectively both as part of a team and alone to achieve successful outcomes.		Application/interview
Communicating and influencing	Organisational and interpersonal skills with the ability to communicate to a wide range of customers and stakeholders.		Application/interview
Other skills and behaviours	Basic IT skills. Discretion in dealing with sensitive material and the need for confidentiality.		Application/interview