

# Role Profile and Person Specification

## ROLE PROFILE

<b>Role Title:</b>	Apprentice Vehicle Technician	<b>Leadership level:</b>	
<b>JRN:</b>	20082	<b>Job family:</b>	
<b>Band:</b>	4	<b>Location:</b>	Location Based
<b>Allowances:</b>	As per contract	<b>Politically restricted:</b>	No
<b>Department:</b>	Fleet Department	<b>Vetting level:</b>	RV
<b>Reporting to:</b>	Fleet Supervisor (Operations)	<b>Date published:</b>	September 2022
<b>Posts responsible for:</b>	None		
<b>Part A – Job Description</b>			
<b>Overall purpose of the role:</b>			
Provide an effective and efficient vehicle maintenance and repair service, including installation and maintenance of specialist equipment, in order to ensure police vehicles are suitable for operational use.			
<b>Key responsibilities of the role:</b>			
<b>1</b>	Work under supervision in the delivery of maintenance services in accordance with fleet standards, including KPI's and SOP's. Contribute to the delivery of ongoing process and service improvement. Assist in the effective maintenance of fleet in accordance with relevant legislation, regulations or procedures as applicable. Assist in the routine vehicle service, diagnostic procedures, maintenance and repair of all Northumbria Police owned vehicles including HGVs where accompanying a qualified mentor, and other vehicles owned by partner agencies, in accordance and excess of manufacturers guidelines		
<b>2</b>	Attend educational establishments as required under the terms of the apprenticeship scheme, and produce a portfolio of evidence and capability as required by the apprenticeship scheme being followed.		
<b>3</b>	Assist in carrying out vehicle role conversion and other vehicular modifications where necessary for operational use, including but not limited to, fitment & maintenance, of specialist emergency warning and communication systems, and livery. Ensuring all new vehicles are commissioned in accordance to agreed fleet procedures and standards.		
<b>4</b>	Complete allocated training packages and work towards a good awareness of technical issues and industry standards relating to fleet maintenance related concerns. Attend manufacturer and other training as required in line with role responsibilities.		
<b>5</b>	Carry out decommissioning procedures for end of life fleet vehicles or equipment highlighted for disposal. Including removal of all police livery, emergency warning and communications equipment as detailed in operating procedures.		
<b>6</b>	Ensure all works are carried out in accordance with Northumbria Police Fleet and wider Health & Safety regulations, identifying workshop equipment defects, through routine checking, in order to ensure a safe and efficient working environment. Complete tasks in compliance with all relevant Risk assessments, SSOW, COSHH and dynamic assessment where required.		

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<b>7</b>	Assist in the completion of appropriate documentation and Tranman input in order to maintain accurate vehicle history records and provide management information.
<b>8</b>	Daily monitoring of vibration tooling and noise emissions from workshop facilities, liaising with admin and supervision to ensure compliance to agreed levels.
<b>9</b>	Gain and maintain a valid driving licence and force driving authorisation ticket ensuring authorised vehicle classifications are relevant to your role. Ensure any penalty points are raised for awareness to supervision and professional standards where required.
<b>10</b>	Ensure personal behaviours and actions are in keeping with the professional image of Northumbria Police at all times, whether in or outside of working hours.
<b>11</b>	Maintain Fleet workshop facilities in a clean and safe condition at all times in accordance with Fleet SOP and SSOW.
<b>12</b>	Ensure compliance with all relevant fleet procedures in place at that time.
<b>13</b>	Carry out any other duties as commensurate with role.
<b>Part B – Scope of contacts</b>	
<b>Internal / External relationships:</b>	
<b>Internal:</b> All staff within Fleet Department.  <b>External:</b>	

<b>Part C – Competencies and Values</b>
<b>Northumbria competencies and values framework (NCVF)</b>

<b>Part D – Continuous Professional Development (CPD) role 6 months</b>	
<b>First 6 months</b>	
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	

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12 months and beyond	
5	
6	
7	
8	

## Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>GCSE C or above Maths and English</p> <p>High level of attention to detail when repairing vehicles in order to meet required standards.</p> <p>Basic knowledge of computing systems for diagnostic purposes.</p>	<p>Strong understanding of mechanics.</p> <p>Good analytical skills.</p> <p>Have practical skills in mechanics.</p>	Application/interview/ CPD
Planning and organising	Ability to work to deadlines and under own initiative.		Application/interview/ CPD
Problem solving and initiative	<p>Critical thinking with the ability to analyse situations and make informed decisions regarding inspections, reviews and diagnosing problems.</p> <p>The ability to read safety rules, operating instructions and machine manuals.</p>		Application/interview/ CPD
Management and teamwork	Be willing and able to undertake all manner of duties in a high-performance technical workshop.		Application/interview/ CPD

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Communicating and influencing	The ability to listen and comprehend instructions, both written and verbal and communicate with other work colleagues.	An inquisitive mindset and confidence to ask questions.	Application/interview/ CPD
Other skills and behaviours	Have an interest in Motor vehicles.  Eagerness to learn new things.		Application/interview/ CPD