



ROLE PROFILE

Post Title:	Automotive Technician	
Grade:	LC 6	JE: 1234
Location:	Fleet Management Unit, Lancashire Constabulary HQ	
Responsible to:	Workshop Team Leader (Operations)	

Job Purpose:

To service, repair and maintain fleet vehicles efficiently to manufacturer and Ministry of Transport regulations. Take account of priorities and operational requirements to maximise vehicle availability.

To provide support and specialist advice to staff in relation to maintenance and care of fleet vehicles.

Key Responsibilities:

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Conduct servicing, repairs and maintenance within agreed industry/workshop timescales as allocated by team leader.
- To carry out fault finding and testing using diagnostic equipment where necessary.
- To conduct MOT testing, roadside repairs and vehicle recovery as required.
- To accurately record all work completed on individual vehicles using job cards through Tranman touch screens.
- Pro-actively manage the impact of delays, interruptions or changes in plans and implement appropriate courses of action to maximise vehicle availability.
- Provide advice and technical assistance to team members where required and maintain good relationships with officers and staff by meeting and exceeding their expectations.
- To undertake the training, development and mentoring of apprentices as required.
- Be responsible for personal Health and Safety within the workshop ensuring Health and Safety at Work Act regulations are adhered to.
- Take responsibility for improving your performance and maintaining technical skills by participating in the Continuous Professional Development (CPD) process with your manager.
- Promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.

- Work with customers and colleagues to ensure delivery of effective communication and management of expectations. Adopting a customer focussed approach.
- To be responsible for improving your performance by participating in the Professional Development Review (PDR) process with your manager.
- To carry out any other duties which are consistent with the nature, responsibilities and grading of the post.

Behaviours :

The Competency and Values Framework (CVF) has six competencies that are clustered into three groups. These competencies will be incorporated into the interview stage of the selection process.

For more details on these competencies please follow the link provided.

<https://profdev.college.police.uk/competency-values/>

This role is required to operate at or be working towards the levels indicated below:

Resolute, compassionate and committed

Behaviour	Level	To be Identified by
We are emotionally aware	1	Interview
We take ownership	1	Interview

Inclusive, enabling and visionary leadership

We are collaborative	1	Interview
We deliver, support and inspire	1	Interview

Intelligent, creative and informed policing

We analyse critically	1	Interview
We are innovative and open minded	1	Interview

Please note the link will provide information about all competency levels however you should refer to the level indicated above.

The levels are progressive so for example if level 2 is applicable all the areas in Level 1 & 2 in that competency area would apply to the role.

Values :

All roles are expected to know understand and act within the ethics and values of the Police Service. These will be assessed within the application/assessment or interview stage of the recruitment/selection process.

Integrity	Impartiality
Public Service	Transparency

Qualification		
Essential	Desirable	To be identified by
NVQ/SVQ Level 3 Motor Vehicle Maintenance and Repair gained as a time served apprentice in a Vehicle Maintenance Unit.		Application Form
Current full UK driving licence.	C1 and D1 driving licence.	Application Form
A minimum of three years' experience of working unsupervised in a VMU across a wide range of vehicle makes and models.		Application Form
	Qualified to carry out MOT testing.	Application Form / Interview
Knowledge / Experience		
Experience of using Fleet Management systems.		Application Form/ Interview
Practical experience as a technician working within a vehicle maintenance unit.	Knowledge of auto electrical repairs.	Application Form / Interview
Experience using diagnostic equipment to identify and rectify vehicle faults.	Experience of motorcycle maintenance/repairs.	Application Form / Interview
Experience of working to deadlines and tight timescales, within a busy environment.		Application Form / Interview
Experience of communicating with a range of audiences utilising verbal, written and listening skills.		Interview
Proven ability to prioritise and organise workloads to meet deadlines.		Application Form / Interview
Experience of working effectively as part of a team.		Application Form / Interview
Ability to apply a problem solving approach and resolve issues in creative and innovative ways.		Application Form / Interview
Knowledge of the principles for customer care.		Interview
Knowledge of Health & Safety issues and legislation.		Application Form / Interview
Promote and comply with our obligations under the Equality Act 2010, Data Protection and Health & safety legislation in the delivery of service and the treatment of others.		Application Form / Interview
Other		
An acceptable level of sickness absence in accordance with the Constabulary's Attendance Policy.		Attendance to be checked post interview by Recruitment for internal staff, via references for external applicants
The ability and willingness to travel on Constabulary business, as required.		Application form / Interview

Demonstrates a flexible approach to working practices and hours.		Interview
Evidence of continuing professional development		Interview

Please note that the use of the terms "Assessment & Interview" is based upon candidates being successfully short-listed. In addition, the Division reserves the right to select the most suitable candidate based upon any combination of assessments that is deems appropriate.

Date last updated: April 2019