



Role Title	Driver/Handyperson	Reporting to	Business Support Supervisor
Section	District/Departmental Business Support	District/Department	Finance & Business Support
Tenure		Rank/Grade	Scale 1/2

Part A – JOB DESCRIPTION

Overall purpose of role	To provide a general maintenance service and driving support service to the Force.
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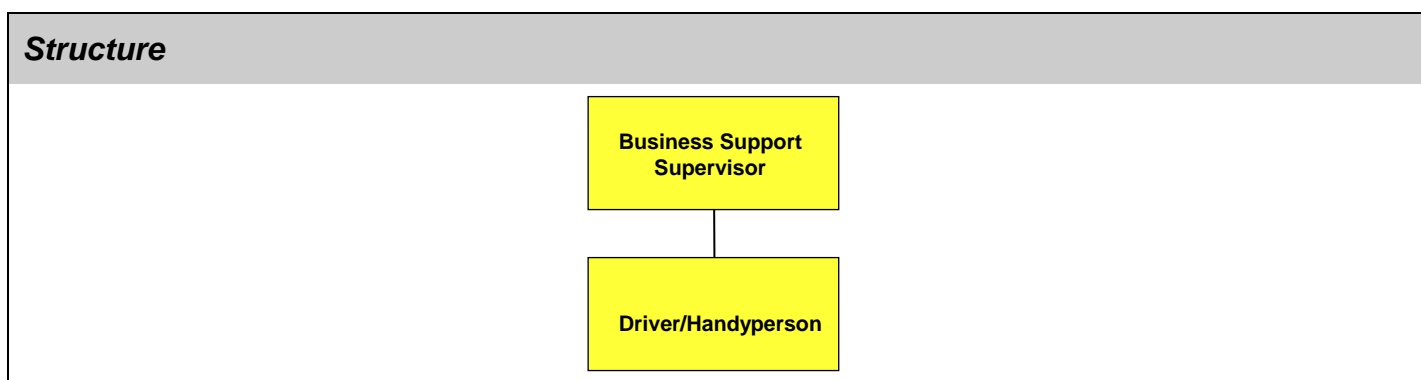
Key outputs for role –
<ol style="list-style-type: none">1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.2. Carry out inspections, maintenance, decorations and repairs to buildings, fixtures, fittings and other resources, as directed. Liaise with and allow access to contractors who attend site to undertake works and provide supervision for security reasons where necessary.3. Carry out routine inspections, testing of generator, compressors and other plant, alarm systems, emergency lighting and other designated items as appropriate in accordance with local procedures and Health & Safety Regulations. Reset panels and systems following emergency shutdowns.4. Undertake the relocation of furniture, equipment and vehicles. Unload and relocate external-delivered supplies when required.5. Transport mail, connected and found evidence items, goods, supplies, furniture and vehicles both within the Force and out of Force, in accordance with local / Force procedures and needs.6. Clean specific areas of buildings not serviced by cleaning staff, as required by local policy. Perform ground maintenance, snow clearing and gritting as required. Clean and valet vehicles, garage areas, dog kennels as required. Receive deliveries of fuel, dip tanks and advise on readings as required. Maintain and monitor supplies.7. Collection of confidential shredded waste in accordance with local and Force policies.8. Undertake any other work as directed including working at different locations in order to provide business continuity and to enable Business Support to fulfil force-wide needs.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none">• Provide maintenance support to all areas including the Custody Suite and provide cover Force wide where necessary.• Up to 22 operational Buildings.• Up to 250 Police Vehicles.

Work/Business contacts
Internal: All Police Officers and Police Staff, Business Services Departments
External: Contractors, delivery agents, trades and service staff, members of the public.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Knowledge of general buildings maintenance and ability to carry out minor repairs.	Essential
• Basic knowledge of Health and Safety working practices.	Desirable
• Basic knowledge of Computer Packages i.e. Microsoft Office.	Desirable
Other (Physical, mobility, local conditions)	
• Ability to pass eyesight test at/before interview.	Essential
• Full and current UK/European driving licence.	Essential
• Ability to pass a D1 authority driving licence test.	Essential
• Ability to pass the Police Driving Test – including Transit Vans.	Essential
• Is willing to work in any post appropriate to the grade at such other place within the Force as may be reasonably required	Essential
• Physically capable to undertake the duties of the post which involve heavy lifting.	Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • Basic maintenance course completed. • Passed D1 authority driving licence test. • Passed Police Driving test – including Transit Vans. • Safe lifting and handling course completed. • Relevant knowledge of plant inspection. • Basic Health and Safety training completed. • Detailed knowledge of Force area and Districts. • Completed fuel delivery course (if appropriate). • Has established both internal and external contact with key personnel and main suppliers for maintenance material. • Is proficient in undertaking ladder inspections.



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Advanced maintenance course completed.
- Basic knowledge of COSHH Regulations.
- Is used as a source of advice and information in relation to general maintenance issues.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Recruitment Vetting
Date accepted as a role profile	5/2/15