Role Profile

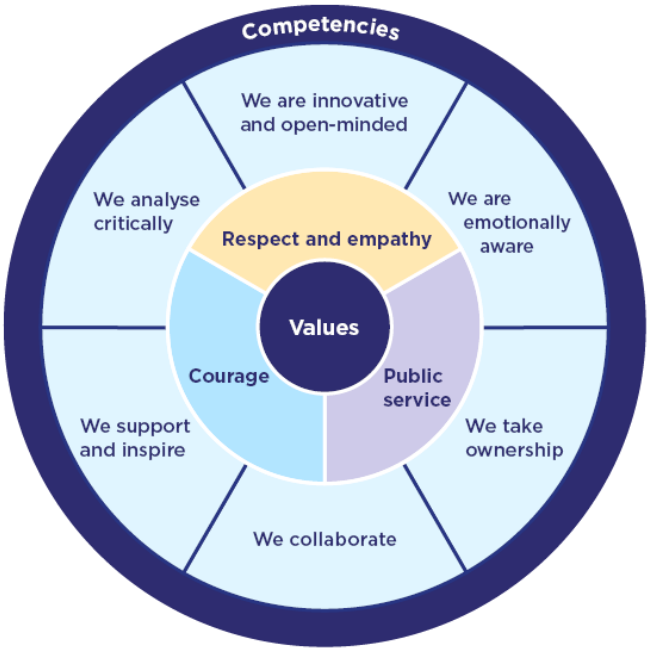
Role Profile

Role Profile Part 1			
Role title	Volunteer Vehicle And Cycle Maintenance Support Assistant	**Grade/Rank**	Volunteer
Dept/Area	Various	**Vetting Level**	NPPV Level 2
Responsible to	DPT/NPT/CID/PSU as appropriate	**Staff line managed**	None
Reviewed by (Line Manager)	Belinda Kinsley	**Date**	28.01.2025
Purpose of Job	To assist in ensuring that police vehicles and associated equipment are presented to a professional standard. To assist with the transportation of police vehicles for service, repair or to events.		
Key Accountabilities	1. To clean and undertake minor checks on police vehicles on regular basis (eg oil, tyre pressure etc.) which will be supplementary to the system of checks that are already in place. 2. To maintain inventories for vehicle equipment. 3. To report damage/loss of vehicle equipment and maintain vehicle kit to required standards. 4. To bring any issues with vehicles to the attention of a line manager. 5. To transport police vehicles to workshops for service or repair and return to Police stations as appropriate. 6. To assist workshops with tasks including the delivery of parts. 7. To transport PSU vans to a pre-planned locations and return to home base on completion of use. 8. To clean and undertake minor check on Police cycles which will be supplementary to those already in place. 9. To transport vehicles to be cleaned at venues where pre-existing arrangements already exist. 10. To give a regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.		
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. The role holder may be required to visit various locations within Hampshire and the Isle of Wight, and must hold a current full drivers licence and be prepared to take and pass a Force driving course if required.		

Role Profile

Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware We are collaborative Courage Respect and Empathy Public Service		
Education/Qualifications	Essential: to hold a full current driving licence which must include C1 and D1 (in order to assist with PSU van mobilisations) Desirable:		
Experience and Skills	Essential: N/S Desirable: Previous experience of presenting vehicles to a high standard		
Approved by People Services		**Date**	

Role Profile

<table>
<tr><th colspan="4">Role Profile Part 3</th></tr>
<tr><td rowspan="4">Competencies</td><td colspan="3">All roles are expected to know, understand and act within the ethics and values of the Police Service.</td></tr>
<tr><td>We are Emotionally Aware</td><td>Level 1</td><td rowspan="4"> 
</td></tr>
<tr><td>We are collaborative</td><td>Level 1</td></tr>
<tr><td rowspan="3">Underpinning Values</td><td colspan="2">Courage</td></tr>
<tr><td colspan="2">Respect and Empathy</td></tr>
<tr><td colspan="2">Public Service</td></tr>
<tr><td>Initial Development Skills for new to role period</td><td colspan="3">All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required</td></tr>
<tr><td>Continuing Professional Development</td><td colspan="3">Courses and Conferences should be attended to benefit professional learning and development.</td></tr>
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