



<b>Role Profile</b>	<b>Apprentice Motor Vehicle Body Repairer Band Apprentice/C/D</b>	
To carry out to a high standard (under supervision) the damage repair/refurbishment and painting of Police vehicles, plant and equipment. The stripping, repair, with the use of jigs and associated equipment collision damage to motor vehicles. The removal and refitting of mechanical parts as required in the process of undertaking repairs.		
<b>Core Responsibility</b>	<b>Activities</b>	
<b>Police Operations</b>	<ul style="list-style-type: none"><li>• Perform specialist technical or manual tasks</li></ul>	
<b>Personal Responsibility</b>	<ul style="list-style-type: none"><li>• Promote equality, diversity and Human Rights in working practices</li><li>• Comply with health and safety legislation</li><li>• Complete administration procedures</li><li>• Maintain standards of professional practice</li><li>• Work as part of a team</li><li>• Make best use of technology</li></ul>	
<b>Administration Support</b>	<ul style="list-style-type: none"><li>• Input, retrieve and present data using a computer</li><li>• Produce and present documents using a computer</li></ul>	
<b>Managing the Organisation</b>	<ul style="list-style-type: none"><li>• Provide customer service</li></ul>	
<b>Behavioural Framework</b>		
<ul style="list-style-type: none"><li>• Respect for Race and Diversity A</li><li>• Problem Solving C</li><li>• Teamworking C</li><li>• Resilience B</li><li>• Openness to Change C</li><li>• Planning and Organising C</li><li>• Personal Responsibility B</li></ul>		

<b>SUMMARY OF MAIN DUTIES</b>	<b>Apprentice Motor Vehicle Body Repairer Band Apprentice/C/D</b>	
<b>RESPONSIBLE TO</b> Fleet Manager		
<b>RESPONSIBLE FOR</b> N/A		
<b>SPECIFIC CONDITIONS OF SERVICE</b>		
<p>It would be desirable to hold a full driving licence, however, in order to complete the apprenticeship programme and progress to Band D a driving licence is an essential requirement and the ability to pass the appropriate South Yorkshire Police Driving Test.</p> <p>Undertake appropriate City &amp; Guilds/NVQ 3 in Motor Vehicle Body Repair or an equivalent qualification.</p>		
<b>SUMMARY OF MAIN DUTIES</b>		
<p><b>Whilst undertaking college course as part of apprenticeship, apprentice's will be paid the Apprentice salary and will undertake the below tasks with appropriate supervision.</b></p> <p><b>On completion of appropriate Motor Vehicle Technician qualification (at college) will progress to Band C and will undertake the following tasks with supervision to gain relevant on the job experience.</b></p> <p><b>On progression to Band D the employee will work to the Band D role profile.</b></p> <ol style="list-style-type: none"> <li>1. Work towards responsibility for the repair, maintenance and servicing of motor vehicles, motor cycles, plant and auxiliary equipment owned, leased or loaned by South Yorkshire Police Authority.</li> <li>2. To carry out to a high standard (under supervision) the damage repair/refurbishment and painting of Police vehicles, plant and equipment.</li> <li>3. To carry out to a high standard (under supervision) the stripping and repair with the use of jigs and associated equipment, collision damage to motor vehicles.</li> <li>4. To carry out to a high standard (under supervision) The removal and refitting of mechanical parts as required in the process of undertaking repairs.</li> <li>5. Carry out recovery of police vehicles without supervision as required by management</li> <li>6. Complete all documentation as required by management, in conjunction with repairs or maintenance carried out on police vehicles, plant or equipment</li> <li>7. Relieve staff at other Workshops as directed, as and when required.</li> <li>8. Attend training courses, both technical and personal development either in-house or at manufacturers' premises occasionally requiring overnight stay.</li> </ol>		