



<b>Role Profile</b>	<b>Apprentice Auto Electrician/Vehicle Convertor Band Apprentice</b>	
To be responsible for the conversion, repair, and maintenance of Police Vehicles, Motor Cycles, Plant and auxiliary equipment owned, leased or loaned by South Yorkshire Police.		
<b>Core Responsibility</b>	<b>Activities</b>	
<b>Community Safety</b>	<ul style="list-style-type: none"><li>• Prepare and drive police vehicles safely (non operational)</li></ul>	
<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></ul>	
<b>Managing the Organisation</b>	<ul style="list-style-type: none"><li>• Participate in team meetings</li><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>• Effective Communication C</li><li>• Openness to Change C</li><li>• Planning and Organising C</li><li>• Problem Solving C</li><li>• Teamworking C</li><li>• Personal Responsibility B</li></ul>		

<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>Apprentice Auto Electrician/Vehicle Convertor Band Apprentice</b></p>	
<p><b>RESPONSIBLE TO</b> Commissioning Manager</p>		
<p><b>RESPONSIBLE FOR</b> N/A</p>		
<p><b>SPECIFIC CONDITIONS OF SERVICE</b></p>		
<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 full driving licence is an essential requirement and the ability to pass the appropriate South Yorkshire Police Driving Test and Vehicle Category D1 course.</p> <p>Undertake appropriate City &amp; Guilds/NVQ 3 in Motor Vehicle Engineering and Undertake necessary Electrical Training to support conversion of Specialist Police Vehicles and General Purpose vehicles from ICE to EV vehicles.</p>		

## **SUMMARY OF MAIN DUTIES**

**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.**

**On completion of appropriate qualification via college and on-line training the Apprentice will progress to Band D and will undertake the following tasks with supervision to gain relevant on the job experience.**

**On progression to Band D the employee will work to the Band D role profile.**

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. Commission and de-commission a full range of vehicles for use by internal and external customers. Working to specifications where appropriate within agreed time scales and to the required quality standards.
3. Working with vehicle users and supervisors to develop new vehicle builds as required.
4. Work from written and verbal instructions as necessary with the minimum supervision, completing and maintaining accurate records.
5. Relieve staff at other Workshops as directed, as and when required.
6. Attend training courses, both technical and personal development either in-house or at manufacturers' premises occasionally requiring overnight stay.
7. Install Police radio, telecommunications and speed monitoring equipment, emergency equipment, livery etc.
8. Diagnose and rectify defects on vehicle electrical systems, radio communications, speed monitoring and emergency equipment as fitted, including software updates and new component programming.
9. Fabricate and install equipment to create bespoke vehicles such as cell vans, dog vehicles etc.
10. Knowledge of and comply with C.O.S.H.H., all Health and Safety at work regulations, the use of P.P.E. and Force Policy to ensure a safe working environment. Additionally, practice good housekeeping at all times in the workplace and to ensure work area is clean and tidy and made a safe area to work.