



HR Shared Service Staffordshire Police and Staffordshire Fire and Rescue - Role Profile

Vehicle Commissioner

Grade/Rank:	F
Directorate:	People & Resources / Response Directorate
Reports to:	Senior Vehicle Commissioner
Direct Reports:	N/A

Role Purpose

The Vehicle Commissioning team work within the Joint Emergency Transport Services, for Police and Fire in Staffordshire. To convert standard civilian and authorities specification vehicles into emergency service vehicles, capable of responding to a variety of situations.

The Vehicle Commissioning Team is responsible for carrying out tasks required to build and prepare these vehicles ready for use. The role holder will also maintain and repair the electrical and/or ancillary equipment aspects of the vehicles either built in house or by external contractor.

They are also responsible for decommissioning vehicles at the end of their service life ready for sale, which includes the safe removal of certain equipment and information prior to the vehicle being disposed of.

The team deal with the full range of vehicles, from fire appliances to motorcycles. Prior to use by the police or fire the JETS team carry out safety checks (PDI), the role requires comprehensive record keeping and attention to detail.

Vehicle commissioners must have a sound understanding of basic vehicle mechanical operation that compliments the specialist skills required for the safe and compliant building of emergency response vehicles.

The role will support the ongoing operation of all fleet vehicles, including fault finding and repair work when needed.

Key Tasks and Responsibilities

- The post holder will complete both standardised and specialist vehicle conversions. Working upon any fleet or equipment asset, in support of the combined fleet, presented either in workshop or any other suitable off site environment. Ensuring that all vehicles are



built and maintained to the required standard of quality, safety and cost.

- Work must be completed by Commissioners holding relevant and suitable qualifications and/or experience, in Vehicle Electrical systems and CAN Bus / integrated systems.
- Commissioners will work with Senior Commissioner and Technicians to complete initial assessments of the work required, equipment to be used and fitted along with agreed outcomes that support the vehicles intended use. Obtaining authorisation on required builds prior to work commencing.
- The post holder will systematically strip, prepare, install and refit any vehicle presented for conversion, they will fit and if needed manufacture equipment stowage boxes and solutions for vehicles.
- They will fully record and document all work carried out and installations completed, in particular any deviations away from previous and agreed specifications. Noting any issues or improvements that could impact or effect multiple vehicles and escalating as an issue to supervision.
- The Role holder will work to both industry and internally agreed standards.
- Where appropriate the post holder may need to bench repair faulty equipment, both mechanical and electrical.
- When needed the role holder will support the combined service for incidents with vehicles, traveling to locations as required.
- The role holder will need an understanding of emergency services communications devices and programming of radio units that meet the needs of vehicle users.
- The role holder will provide advice and support in the planning and coordinating approved installation for new vehicle equipment, in accordance with user requirements, appropriate development / fitting standards and specifications. They will understand technical standards and keep up to date on new processes and standards from the motor vehicle sector and relevant emergency service vehicle build requirements.
- The role holder will ensure their work is to the highest quality, and completed within agreed time scales so as to remain effective and efficient.
- The post holder will utilise the Fleet Management System/s to input and retrieve job related information and instructions, booking times to work to provide an effective service
- The post holder will comply with all aspects of Health & Safety, ensuring that practices, procedures and equipment meet approved standards and statutory requirements including Health & Safety at Work Act and relevant policies including Lone Working Policy, completing periodic and necessary risk assessments.
- It is the post holder responsibility to ensure that all tools and equipment must be correctly used in accordance with risk assessments and on receipt of appropriate training.
- Accurately complete and sign off all required paperwork and electronic documentation in line with the legal and policy requirements. Ensuring working time is accurately recorded.
- The post holder will compete and record all work and inspections to statutory and DVSA (VOSA) standards.
- Completing all work in accordance with manufacturers, legal and JETS standards. Carry out



- road testing of vehicles to ensure work is completed to approved quality and standards. Ensuring movement of vehicles is done safely in accordance with approved practices.
- The post holder will keep up to date with legislation and technical developments within the automotive industry and to assist other staff in developing their appreciation of such matters.
 - Be proactive in identifying any enhancements that could lead to improved performance of JETs or the wider organisations.
 - To make timely and concise requests for stock items and ensuring these are accurately recorded against the job card.
 - Work efficiently and effectively both individually and as part of a team, this may require working alongside other colleagues to complete work already commenced.
 - The post holder will undertake necessary training and as required provide training or pass information on to others, they will develop and mentor apprentices and other colleagues as required.
 - The post holder is responsible for maintaining good workshop housekeeping, standard operating procedures and safe systems of work are complied with, delivering the highest standard possible.
 - All other duties as appropriate to the grade and role

Accountable for: (i.e. responsibilities held by others but measured and owned by this role)

N/A

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	2
	Managing Sensitivities/Political Savvy	2
We take ownership	Customer Service	2
	Maintaining Accuracy/Sustainable Working	2
Inclusive, enabling and visionary leadership		
We are collaborative	Partner Working	2
	Managing Complexity/Strategic Planning	2
We deliver, support and inspire	(self) Leadership	2
	Supporting Colleagues/Coaching &	2



		Mentoring	
Intelligent, creative and informed policing			
We analyse critically		Problem Solving	2
		Situational Judgement	2
We are innovative and open-minded		Continuous Improvement	2
		Futurology	2

Education, Qualifications and Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • Evidence of previous auto -electrical experience within automotive industry. • L3 Diploma in auto electrical & mobile electrical principles - or a willingness to successfully complete and achieve this qualification. • Be able to evidence knowledge of, <ul style="list-style-type: none"> o vehicle electrical principles o CAN Bus & Integrated Systems o Vehicle Electrical Fault Finding o Good level of skill with electrical and pneumatic tools • Be able to evidence working as part of a multi-disciplined team • Hold a current / full driving licence • Possess the ability to communicate effectively using written, verbal and IT skills • Possess an ability to adapt to change in a competitive environment and demonstrate flexibility and willingness to learn 	<ul style="list-style-type: none"> • City & Guilds / NVQ Level 1 / 2 in Light Vehicle Technical Certificate or relevant qualification • A working knowledge of radio systems and a demonstrable ability to fit additional electrical equipment to a wide range of emergency service vehicles to a specified standard • Have knowledge of Health & Safety - including risk assessments and training requirements • Hold a current LGV driving licence category C

Skills Matrix (See Skills Matrix)	
Essential:	Desirable
Have an awareness and ability to work with; Information data recorders Roof bar lights and switch panel Sirens Livery Equipment racks and boxes custom made by the team ANPR Run Lock Airwave Radio equipment (overt and covert), programming for the use of the vehicle, and	<ul style="list-style-type: none"> •



subsequent maintenance of the equipment Mobile phone hands free kits				
Leadership Passport Level	Practitioner s & Team Leaders	1 st Line Mngrs	2 nd Line Mngrs	Senior Mngrs
	1	2	3	4

* Indicates that training will be provided as part of the role in this skill

CPD Requirements

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Professional Registration/Licences

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Special Conditions

Own car for business use	No				
Higher level vetting required	No				
Requirement to wear Uniform	Yes				
Requirement for post entry training	No				
Fixed Hours	No				
Weekend working expected	No				
Shift allowance	No				
Fixed term or temporary role	No				
Politically Restricted	No				
On call/standby rota	No				
Flexitime Role	Yes				
Notice Period	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>1 week</td> <td>28 Days</td> <td>1 month</td> <td>3 months</td> </tr> </table>	1 week	28 Days	1 month	3 months
1 week	28 Days	1 month	3 months		

Agile Profile (See Agile Matrix)

Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours
1	5	4	4	2	3