



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

### Vehicle Recovery Driver Support

**Grade/Rank:** D  
**Directorate:** People & Resources  
**Reports to:** Supplies & Logistics Supervisor  
**Direct Reports:** N/A

#### Role Purpose

The JETS Driver role is to facilitate the safe and legal transportation of vehicles, collection and delivery of fleet assets and any other item that may require movement from any internal Fire or Police premises within Staffordshire or external sites nationally as directed.

The Driver role supports the effective service maintenance and repair of the fleet for Fire and Police in Staffordshire by providing fleet movements using either a specialist recovery vehicle, or driving single vehicles for delivery.

Using their own initiative when identifying vehicles for collection, assessing the location and site for safety and accessibility when loading and unloading.

#### Key Tasks and Responsibilities

The role holder will be responsible for planning their workload and route, in consultation with Supplies and Logistics Supervisor (SLS), the Senior Technicians (ST) and Scheduling assistant, ensuring priority jobs are achieved, keeping miles travelled to a minimum, considering each journey to achieve best value.

Drivers are responsible for the safe and appropriate carriage of selected vehicles, correct loading and lashing to be completed for every journey.

The post holder will need to understand that they are a visible representative of Staffordshire Fire and Police on the road network, and as such will conduct themselves in courteous and professional manner, they will ensure recovery and other operational vehicles are kept clean, refuelled and free from accident damage.



To ensure vehicle daily checks and defect reports are undertaken without exception and comply with statutory and Operator Licence regulations. To complete checks and maintain all equipment, reporting any wear and items due for replacement.

To ensure all in-house and statutory paperwork is completed in an accurate and timely manner.

Undertake any other duties commensurate with this post including assisting with stock takes, workshop cleaning and valeting of vehicles.

Actively work with colleagues and contribute positively to the team, undertaking training to keep up to date with vehicle and fleet related technology.

Work within Health and Safety and Environmental Policies, ensuring good housekeeping of working and surrounding areas.

To promote and maintain an environment of continuous improvement and innovation in developing streamlined processes to ensure the function remains lean and focused on priority issues

The role holder will be required to operate a fork lift truck within the stores and wider workshop.

Undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required.

The post holder will need to be able to support JETS vehicle movements from 7am to 7pm to be agreed locally in line with the Flexible Working Policy. Given the nature of the work, the post holder is expected to work such hours as may be reasonably required for the proper performance of their duties e.g. unsociable hours in support of special operations and events

### **Accountable for: (ie 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	1a
		Managing Sensitivities/Political Savvy	1a
We take ownership		Customer Service	1a
		Maintaining Accuracy/Sustainable Working	1a
Inclusive, enabling and visionary leadership			
We are collaborative		Partner Working	1a
		Managing Complexity/Strategic Planning	1a
We deliver, support and inspire		(self) Leadership	1a
		Supporting Colleagues/Coaching & Mentoring	1a
Intelligent, creative and informed policing			
We analyse critically		Problem Solving	1a
		Situational Judgement	1a
We are innovative and open-minded		Continuous Improvement	1a
		Futurology	1a

<b>Education, Qualifications and Experience</b>	
<b>Essential:</b>	<b>Desirable:</b>
Hold current LGV C+E (Class1)	A full category BE, CE & D driving licence
Ability to work safety alone	Vehicle Recovery Course & Vehicle recovery systems
Customer care experience	Basic understanding of vehicle mechanics
Good time management	
Be able to demonstrate good road sense and knowledge of the local road network.	
Ability to work as a team member	
Fork Lift Truck Licence – or willingness obtain	

<b>Skills Matrix (See Skills Matrix)</b>	
<b>Essential:</b>	<b>Desirable</b>
Good team working skills and the ability to make their own decisions.	
Good at relationship building with internal and	



external customers.  Good communication and influencing skills, excellent customer service skills				
<b>Leadership Passport Level</b>	Practitioner s & Team Leaders	1 <sup>st</sup> Line Mngrs	2 <sup>nd</sup> Line Mngrs	Senior Mngrs
	<b>1</b>	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	1 week    28 Days <b>1 month</b> 3 months

### Agile Profile (See Agile Matrix)

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