

EXTERNAL

MOTOR VEHICLE AUTO ELECTRICIAN TECHNICIAN – PETERLEE WAREHOUSE - SUPPORT SERVICES COMMAND

Ref: 272/19

Location: Support Command – Vehicle Fleet –Peterlee Warehouse, Whitehouse Business Park, SR8 2RU

Salary: Scale 6 £26,208 - £29,064 per annum

Hours: The working week is one of 37 hours, working Monday's – Thursday's 8.30am-4.30pm, Friday's 8.30am – 4pm. The flexible working hours scheme is available.

Job Type: Permanent

Closing Date: Friday 25th September 2020

Qualifications: City & Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent e.g. Motor Vehicle Technicians qualification (Level 3)

If you possess an equivalent qualification you must clearly outline this on your application. Failure to do say may result in your application not being progressed.

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>

Successful candidates will be required to provide copies of all relevant qualifications.

About the Role

As Motor Vehicle Auto Electrician you will carry out electrical repairs and servicing on all vehicles within the range of work undertaken by the police workshops, including the installation of specialised electrical systems to vehicles.

Vetting

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in

the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

Tattoos

Applicable to all staff (officers, staff and volunteers) engaged in public facing roles and is effective from 12/04/2016. This requirement is intended to ensure that Constabulary staff in public facing roles present a professional corporate image to everyone. The Constabulary does not seek to discriminate against anyone who has tattoos and recognises the prevalence of body art in modern society and the right of each individual to make their own choices about their appearance.

The Force vision aspires to the provision of an excellent policing service which inspires confidence in all victims and communities. With that in mind this policy seeks to minimise, as far as is reasonably possible, any negative perception or misconception which could be drawn by the communities we serve based on appearance, which would serve to diminish confidence in the Constabulary as a whole.

Any tattoo anywhere on the body that is:-

- obscene,
- or advocates sexual, racial, ethnic, or religious discrimination, by written word or design

is prohibited. The presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

Tattoos which are visible on the face, scalp, ears, neck and hands are not considered appropriate for those who are in public facing roles. 'Public facing' also extends to include those employees who engage with partner agencies.

The practical effect of this policy, in respect of applicants for any public facing role in the Constabulary, may be to preclude any such applicant in circumstances where visible tattoos on the face, scalp, ears, neck or hands. however, in rare circumstances, the Constabulary may consider the merits of any individual application to be exempted from elements of this policy in relation to tattoos. Decisions in regarding such exemptions will be made via a panel comprising the Chief Constable, Deputy Chief Constable/Chief of Staff for the OPVC, Head of People, Standards and Development Command and the Strategic Resource Manager.

Where recognised cultural factors pertain, the Constabulary undertakes to give specific consideration to the merits of any individual application to be exempted from elements of this policy.

To Apply

Durham Constabulary welcome applications from everyone, but as members of ethnic minority groups are currently under-represented we would encourage applications from these groups. Appointment will be based on merit.

For further information please view the below Job Description and Person Specification.

To apply please complete the following –

[Pers 198 Police Staff Application Form](#)

Completed application forms should be returned to human.resources@durham.pnn.police.uk.

Hard copy applications will not be accepted.

Please note that Curriculum Vitae's (CV's) will not be accepted.



North East
Better Health
at Work Award
Continuing Excellence



Ref. 272/19

DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE:	MV-Auto Electrician
DEPARTMENT:	Vehicle Fleet, Support Services, Based at Peterlee Warehouse
SCALE:	Scale 6

RESPONSIBLE TO: Workshop Supervisor

JOB PURPOSE: To carry out electrical repairs and servicing on all vehicles within the range of work undertaken by the police workshops, including the installation of specialised electrical systems to vehicles.

MAIN DUTIES AND RESPONSIBILITIES

1. To diagnose faults, carry out all work associated with electrical repairs and servicing.
2. To carry out fault rectification testing following repair.
3. To install and test electrical equipment to police vehicle as required .e.g. CCTV systems, force commination systems, emergency blue systems etc.
4. To commission and de-commission vehicles.
5. To ensure all equipment and building maintenance requirements are reported.
6. To assist other trades and apprentice training as required.
7. To maintain personal knowledge and understanding (CPD) of vehicle technology and vehicle models and workshop equipment and be able to diagnose faults using appropriate diagnostic tools.
8. Road test vehicles as required
9. To work to Health & Safety practises and observe C.O.S.H.H. regulations
10. To adhere to workshop administration requirements and ensure that relevant documentation is processed.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.

June 2016

DURHAM CONSTABULARY**PERSON SPECIFICATION****JOB TITLE:** Motor Vehicle Auto Electrician**DEPARTMENT:** Vehicle Fleet

EMPLOYEE	THE SUCCESSFUL CANDIDATE SHOULD POSSES THE FOLLOWING:-	ASSESSMENT CRITERIA
Educational Attainment/ Professional Qualifications	<ul style="list-style-type: none"> • City & Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent e.g. Motor Vehicle Technicians Qualification (Level 3). 	<ul style="list-style-type: none"> • Sift / Interview
Work Experience	<ul style="list-style-type: none"> • More than 5 years technical experience • At least 1 years Administration experience 	<ul style="list-style-type: none"> • Sift / Interview • Sift / Interview
Knowledge/Skills/Aptitudes	<ul style="list-style-type: none"> • Enhanced Numerical skills, performing complex calculations. • Enhanced Literacy skills e.g composing original memos, letters or short reports • Enhanced keyboard skills, e.g. use of spreadsheets, 	<ul style="list-style-type: none"> • Sift / Interview • Sift / Interview • Sift / Interview

	<p>inputting into database systems, etc. where accuracy is essential but speed is not a key demand</p> <ul style="list-style-type: none"> Working knowledge of carrying out electrical repairs and servicing. 	
Disposition	<ul style="list-style-type: none"> Able to work under pressure to meet specific deadlines Able to work on own initiative as well as part of a team 	<ul style="list-style-type: none"> Sift / Interview Sift / Interview
Special Requirements	<ul style="list-style-type: none"> To be of the highest integrity To have a respect for diversity and be committed to the principles of Equal Opportunities To possess a full, current driving licence or have access to a means of mobility support 	<ul style="list-style-type: none"> Sift / Vetting / Interview Sift / Interview Sift / Interview

DURHAM CONSTABULARY

CONDITIONS OF APPOINTMENT

MOTOR VEHICLE AUTO ELECTRICIAN

1. SALARY

Annual salary will be in accordance with Durham Scale 6 of the Police Staff Council:-

£

26,208

27,096

28,023

29,064

2. PENSION

New employees will be automatically enrolled into the Local Government Pension Scheme. The successful applicant will have the right to opt out of the Pension Scheme once they have commenced employment.

3. SICKNESS DECLARATION & MEDICAL SCREENING/ EXAMINATION

All applicants should note that Durham Constabulary applies stringent sickness absence criterion. All appointments will be subject to satisfactory pre-employment medical screening. During these pre-employment checks the Constabulary requests sickness details from your previous employer(s). Following screening the successful candidate may be required to attend for a medical appointment.

4. ANNUAL LEAVE

Annual leave will be calculated on a pro-rata basis according to the number of hours worked per week. Annual leave for a full time employee (37 hours per week) will be a minimum of 26 days rising to a maximum of 31 days after 5 years continuous service.

The maximum entitlement of 31 days will also apply to those successful applicants who currently have 5 years continuous service as a member of Police Staff with a Police Authority; Scottish Joint Board; National Crime Squad; National Criminal Intelligence Service; Centrex; Police Service of Northern Ireland; non-Home Office Forces; the

Metropolitan Police or as a member of a Local Government Authority. The foregoing leave is in addition to normal public holidays.

The annual leave year runs from 1st January to 31st December and those who commence employment during the year will be entitled to a proportion of the annual leave entitlement.

5. PERIOD OF NOTICE

The appointment will be terminable by 4 weeks notice in writing on either side, subject to the provisions of the Employment Rights Act, 1996.

6. PROBATIONARY PERIOD

Appointment is subject to a Probationary Period of six months, unless you are required to attend a training course that exceeds 4 weeks, then your probationary period will be extended accordingly.

7. TRAINING

Durham Constabulary has a positive policy towards identifying and meeting the training needs of all of its' staff and it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation, but he/she may be required to attend job related short courses.

8. RETURN OF SERVICE/REFUND OF COURSE FEES

If you do not serve for a minimum of 2 years with Durham Constabulary you may be required to refund the costs for any training courses undertaken.

9. OFFICIAL SECRETS ACTS

Upon appointment with Durham Constabulary all employees will be subject to the provisions of the Official Secrets Acts, 1911, 1920 and 1989 and will observe secrecy in all matters that may come to their notice whilst in the performance of the duties allotted to them and will only divulge such matters if compelled by law or upon the instructions of the Chief Constable, or other supervisory officer.

10. VOLUNTARY RESERVE FORCES

Staff may participate in the Military Voluntary Reserve Forces. These are defined as The TA; the Royal Navy Reserve; the Royal Marine Reserves, the Royal Auxiliary Air Force, the Royal Air Force Volunteer Reserve Training RAFVR (T), Air Cadet Organisation, Sea Cadets, Adult Warrant Officer (AWO) or civilian instructor. Authority to do is sought from the Chief Constable.

11. POLITICAL RESTRICTIONS

The Chief Constable is committed to creating a totally anti-discriminatory and inclusive police service therefore no member of Durham Constabulary may be a member of an organisation whose constitution, aims, objectives or pronouncements contradict the general duty to promote equality.

12. ACCOMMODATION / LOCATION OF POST

This post is based at Peterlee Warehouse, Whitehouse Business Park,
SR8 2RU

13. EQUAL OPPORTUNITIES POLICY

Durham Constabulary requires a respect for diversity, encourages and is committed to the principles of Equal Opportunities.

14. WORKING HOURS

You will be required to work 37 hours per week, working Monday - Thursday's 8.30am-4.30pm, Friday's 8.30am – 4pm. The flexible working hours scheme is available.

15. TRAVELLING EXPENSES

Expenses will not be paid for any part of the recruitment procedures.

16. OTHER CONDITIONS

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All Police Staff regardless of role will be subject to random testing for drugs as per force policy.

If successful in your application for the role of Front Counter Clerk, please note that you will not be eligible to apply for any internally advertised Police Staff posts within your first 12 months of employment.

17. TATTOOS

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18. CANVASSING

Canvassing, either directly or indirectly, is prohibited.

19. ADDITIONAL BUSINESS OR EMPLOYMENT

Employees must devote their whole-time service to the work of the Chief Constable and must not engage in any other business or take up

any other employment without the written consent of the Chief Constable.

20. SMOKING POLICY

Durham Constabulary operates a “No Smoking” policy.

21. UNIFORM

Uniform is provided in respect of this post.

22. CLOSING DATE

The submission deadline for applications is **Friday 25th September 2020**.

23. GENERAL – IMPORTANT DATES IN THE PROCESS

Applications will not be acknowledged, and if you do not hear from us within six weeks you can assume that you have been unsuccessful. Should this be the case we would like to thank you for your interest in this post.

Where possible, specific dates for assessment (if applicable) and interview for this post have been identified and details are given below. Unfortunately, we are not always able to offer alternative dates.

24. APPOINTMENT OFFER / ANTICIPATED DATE FOR FILLING THIS POST

We hope to make a conditional offer of an appointment approximately one month after the closing date. The appointment offer will be subject to satisfactory pre - employment clearances including medical screening, recruitment vetting checks and employment references. Should any clearance prove to be unsatisfactory we reserve the right to withdraw any offer of employment made. A starting date will be agreed following receipt of satisfactory clearances, taking into account notice periods required.

This post will be filled as soon as practicably possible.