



JOB PROFILE

Post Title:	Foreman - Mechanic
Directorate:	Central Support Service
Responsible to:	Garage Manager
Responsible for:	Mechanics
Grade:	

Job Purpose

To improve the lives of all within our community and help the island thrive by supporting the maintenance of a fleet of vehicles and heavy plant equipment to a high standard to meet the demands of the Public Service. Undertaking and overseeing efficient and effective repairs and maintenance of Public Service vehicles and heavy plant equipment. Ensuring the day-to-day work of the Mechanics is delivered on time and to quality.

Main Duties and Responsibilities

1. Assist with planning, allocating and monitoring of work schedules.
2. Assist with completing paper work associated with work control systems.
3. Assist with carrying out vehicle inspections and assist with diagnostic problem solving.
4. Complete/checking of job sheets, time sheets and log books.
5. Carry out emergency or specialist work as directed by the Garage Manager.
6. Carry out advanced maintenance and repairs to the Public Service fleet of vehicles and heavy plant equipment i.e. dismantling and reassembling engines.
7. Maintain machinery and equipment in the garage complex.
8. Report promptly and accurately to the Garage Manager after effective repairs and maintenance has been carried out to ensure the Management Information Package is updated and that objectives are achieved.
9. Utilise skills in welding practices, to a very high standard to ensure the safety of vehicles and heavy plant equipment.
10. Manufacture various parts for engines on the lathe and construct steel panelling for replacement bodywork where necessary.
11. Ensure that Health & Safety becomes a fully integrated part of management and staff in the working environment.
12. Be the first point of contact for all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. completing Manager Self Service (HR21) processes if/as required.



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13. Provide the supervision and development needed to support team members to perform their roles competently and achieve team objectives or targets.
14. Assist with the supervision of mechanics and trainees.
15. Deputise as Garage Manager when the substantive holder is absent from their post.

Special Conditions

- Working in a noisy environment, dealing with chemical, fuels and lubrications.
- Attend vehicle and heavy plant equipment accidents and/or breakdowns after normal working hours.
- Working in adverse weather/dangerous conditions.
- Manual Handling.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Na	i
Planning & Delivery of Work: • Plans and organises work to meet individual, team and directorate/departmental objectives whilst achieving quality and value for money • Recognises good performance and tackles poor performance • Ensures delivery against plan • Identifies information needs and ensures they are delivered in a timely and effective manner	iii
Analysis and use of Information: • Is able to identify when information received is relevant to and should be used in completing an activity • Follows guidelines for identifying problems • Gathers and summarises data when required	ii
Decision Making: • Solves problems that have significant short-term implications for the organisation. • Assesses the impact of decisions • Identifies causes rather than just symptoms to inform solutions • Uses trends and patterns in information for evidence based decisions • Confident in making decisions within policy guidelines • Assembles available knowledge to ensure evidence based decisions	iii



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Working with Others: • Informs, consults and influences others using a range of communication mechanisms • Engages with others to gather information • Shares and implements good practice with others • Works with senior management and other stakeholders	iii
Communication: • Ensures important messages are understood • Ensures written communications are well structured and have clear meaning • Presents information so that it has a positive impact on the recipient • Engages well with others to understand their needs and aspirations	iii
Influencing and Persuading: • Encourages and provides constructive feedback to improve performance • Ensures alternative approaches to work are effective in meeting the organisation and individual needs • Remains constructive when disagreeing or challenging • Challenges inappropriate employee behaviours	iii
Dealing with Change: • Supports individuals in their team through periods of change • Listens and responds to constructive feedback • Initiates new ways of doing things • Recognises and deals with obstacles to change • Promotes goals or new initiatives to others	iii
Continuous Improvement: • Can describe what the future looks like in terms of service improvements and modernisation • Motivate others to improve and develop their performance • Constructively challenges existing strategies • Sets SMART objectives for teams and evaluates them	iii
Managing Resources: • Tackles poor performance by individuals promptly • Ensures team members understand key issues affecting their work and their role within SHG	iii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
A Level 2 qualification in a relevant subject – such as Maths, English or auto mechanics etc. or ability to demonstrate the equivalent Regulated Qualifications Framework (RQF) knowledge and skills outlined in the section below	E	√	
City and Guilds Certificate in Auto Mechanics or an equivalent technical qualification	E	√	
A Qualification in Welding and Fabrication	D	√	
Knowledge & Experience:			
Evidence of Level 2 Knowledge as defined by the Regulated Qualifications Framework (RQF): - Demonstrates knowledge and understanding of facts, procedures and ideas relevant to 'Auto Mechanics' field of work to complete well-defined tasks and address straightforward problems - Can interpret relevant information and ideas - Is aware of a range of information within 'Auto Mechanics'	E	√	√
Experience of supervising a group of staff	E	√	√
Experience of using information to develop solutions and solve problems	E	√	√
Substantial practical mechanical experience including knowledge and experience of automotive diagnostics, welding and fabrication	E	√	√
Sound knowledge of practical mechanics	E	√	√
Skills and Abilities:			
Evidence of Level 2 Skills as defined by the Regulated Qualifications Framework (RQF): - Can select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straight forward problems - Can identify, gather and use relevant information to inform actions - Can identify how effective actions have been	E	√	√
Good written and verbal communication skills	E	√	√
Good IT skills, including MS Office	E		√
Able to plan, manage and review tasks for team members	E		√
Excellent interpersonal skills, able to communicate effectively and professionally	E		√



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Excellent time management and planning and organisation skills	E		√
Able to support changes in service provision in a positive and constructive manner	E		√
Able to work independently and seek advice and guidance when needed	E		√
Is approachable and confident in coaching members of the team to help them acquire skills and experience	E		√
Other:			
Willingness to work flexibly – some out of hours work may be required	E		√
Fully conversant in applying health and safety procedures in order to guarantee the safety of employees and the quality of products/ services	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity	E		√
Valid driving licence Classes A, C, D, J4 minimum	E	√	

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Add in here a Professional or Career Progression Cadre competency framework or reference an Appendix A and append details.