

# Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

## Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

### Role Details

Job Title:	Driving Instructor	JEID	K0019
Salary Grade:	Grade J		
Team:	Training and Development		
Service Area:	Warwickshire Fire & Rescue Service (WFRS)		
Primary Location:	Training and Development Centre		
Political Restriction	This is not a politically restricted post		
Responsible to:	Station Manager Training and Development		
Responsible for:	Delivering Initial & Refresher Driver Training Skills		
Working Hours	This is a full time non-uniform post, 37 Hours per week.		

### Role Purpose

- To deliver a range of driver training skills for all categories of service vehicles.
- Ensure that the statutory and operational requirements for safe competent drivers are met.
- Assess driving standards and to provide appropriate feedback to develop driver skills throughout the service to enhance a safe working environment.

### Role Responsibilities

- To instruct, train and assess service personnel in a range of driving skills and the use of relevant equipment.
- To provide training to personnel which enables them to qualify as Large Goods Vehicles and Emergency Service drivers and operators.
- Designing and implementing new driving courses when required.
- Observing students' behavior whilst training for the purpose of reflection, planning and further student development.
- Accurately recording students' performance for the purpose of verification and auditing according to current service legislation and recognized awarding bodies guidelines.

- Taking ownership of your own continued professional development, maintaining existing and developing skills and qualifications.
- To provide specialist vehicle and equipment training to service personnel.
- To design, develop and deliver computer-based driver training packages in line with the Vehicle Operating Standards Agency (VOSA) & Driving Vehicles Standards Agency (DVSA).
- To ensure that the correct health and safety policies and procedures are adhered to.
- To undertake commercial driver training as required.
- To advise the service on vehicle and driving legislation, best practice and guidance as it affects the operation of the service.
- Follow WCC Data protection policies and procedures.

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Driver Trainer
-----------	----------------

### Main Tasks

- Assessing driving standards and providing appropriate feedback to develop driver skills throughout the service.
- To deliver driver training in large goods vehicles for initial licence acquisition and familiarisation training.
- Designing and implementing new driving courses when required.
- To ensure staff communicate effectively within the team and provide a high level of service to external customers.
- To be a member of an effective driver training department and take independent decisions on less routine enquiries.
- To be responsible for the efficient operation of all driver training courses.
- To ensure the full range of data is accurately and securely maintained and retrieved within the team in a timely manner.
- To ensure that the use of IT is maximised within the team to enhance the efficiency and quality of support and service provision.

### General requirements of Warwickshire Fire and Rescue Service

1. To represent the Equal Opportunity Policy of the Service in all dealings with the public and members of the Service.

2. To take care of own health and safety at work and that of any people who may be affected by your acts or omissions, to work within all measures, instructions and training provided, and to report without delay anything you consider a danger.
3. Undertake any other duties and responsibilities as reasonably required, appropriate to the role and the post holder's technical and professional competence.
4. To maintain the high standards of conduct and discipline required of all employees who work for WFRS and Warwickshire County Council.
5. Where applicable, to provide a courteous, fair and responsive service to the public.
6. To use Service property, including computing equipment, for authorised purposes and in accordance with Service Orders procedures and, where appropriate, legislation.
7. To maintain appropriate confidentiality in respect of information on employees and clients.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Assessed By:

### Essential Criteria

A current, clean UK driving licence with categories B, B+E, C, D1, D1+E (all held for a minimum of 3 years without restrictions).	A
Qualified DVSA approved driving instructor or working towards this.	A
To be able to communicate, in person and/or in writing, a variety of information to a range of people	A,I
The ability to work under pressure including meeting deadlines and dealing with interruptions	A,I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A,I
Assessor qualification in assessment of competence, or equivalent.	A,I
To have an underpinning knowledge of vehicle and driving legislation.	A,I
The ability to use own initiative to respond independently to difficult problems and unexpected situations.	A,I
Be able to work effectively unsupervised with the flexibility to work as part of a small team.	A,I
Experience and ability to drive a range of vehicles.	A,I

Experience of handling and processing manual or computerised information.	A
---	---

Assessed By:

## Desirable Criteria

Level 3 award in learning and development or be willing to work towards	I
Experience of trailer towing and instruction of demountable unit operation.	A
ERDT qualification	A

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

x Provision of personal care on a regular basis	x Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	x Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	x Restricted postural change – prolonged sitting
x Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
x Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	x Manual cleaning/ domestic duties

x Working on/ or near a road		x Regular work outdoors	
<input type="checkbox"/> Significant use of computers (display screen equipment)		<input type="checkbox"/> Work with vulnerable children or vulnerable adults	
<input type="checkbox"/> Undertaking repetitive tasks		<input type="checkbox"/> Working with challenging behaviours	
<input type="checkbox"/> Continual telephone use (call centres)		<input type="checkbox"/> Regular work with skin irritants/ allergens	
x Work requiring hearing protection (exposure to noise above action levels)		<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)	
<input type="checkbox"/> Work requiring respirators or masks		<input type="checkbox"/> Work with vibrating tools/ machinery	
<input type="checkbox"/> Work involving food handling		<input type="checkbox"/> Work with waste, refuse	
<input type="checkbox"/> Potential exposure to blood or bodily fluids		x Face-to-face contact with members of the public	
<input type="checkbox"/> Other (please specify):			