**JOB DESCRIPTION**

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| **POST TITLE** | Driving Instructor  |
| **GRADE** | Grade 6 £31,067 - £33,366 (as of 01/04/2024) |
| **FUNCTION** | Human Resources |
| **PERMANENT BASE** | Training & Development Centre |
| **RESPONSIBLE TO** | Station Manager – Driver Training (SM Steve Jones) |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

Provision of driver / specialist vehicle instruction

**MAIN RESPONSIBILITIES**

1. To provide effective, practical and theoretical driving tuition to all nominated staff including off-road techniques to standards acceptable to the requirements of the service and where appropriate to standards required by the Department of Transport and Qualified Driving Standards Agency examiners.
2. To instruct and assess all nominated personnel, both theoretical and practical, to drive under emergency response conditions according to current guidance on Emergency Response Driving (ERD). This includes driving during the hours of darkness. To act as an ERD assessor and assess candidates to the required standards.
3. To provide instruction, familiarisation and refresher training on all vehicles and appliances in use, or proposed for use, by the SYFR. This will include training on all forms of specialist appliance (Aerial/ Polaris etc.) and all associated equipment. To ensure that such training complies with recommendations of the Station Manager, the Fleet Manager, the recommendations of the vehicle supplier or manufacturer and to any approved codes of practice.
4. To research, design and deliver driver training to achieve a high standard of delivery of emergency fire appliances to the scene of an emergency situation to all SYFR employees.
5. To provide advice and support on all aspects of changes in driver training and road traffic laws including changes to European Community driving laws to the SYFR senior management team via the Line Manager.
6. Arrange pre-assessments and make suitable arrangements for LGV medicals to be undertaken. Programme and arrange training and development programmes as required by the organisation.
7. Provide an organisational contact point for the Road Traffic Industrial Training Board (RTITB) or other Awarding Body and arrange and plan visits as and when required.
8. Advise the organisations Corporate Management Board on matters regarding driving courses which fit with organisational objectives via the Line Manager.
9. To be responsible for the accurate and appropriate maintenance and processing of training records and data, ensuring compliance with organisational policies and procedures (i.e. data protection).
10. Complete daily routine safety checks and cleanliness of training vehicles.
11. Work flexibly in relation to the needs of the post and the service including completing instructor training in hours of darkness (achieved 30 minutes after sunset).
12. Maintain competence, gain additional skills and continually professionally develop by attending, when required, any training courses that will contribute to the effective performance of the post holder. This includes registering with the RTITB as an instructor and becoming an RTITB assessor. To assess and peer review other instructors both internally and regionally.
13. To fully participate in SYFR’s Performance Development Review process according to the responsibilities of the role.
14. To practice and promote SYFR’s Equality and Inclusion and Health and Safety Policies and to conduct oneself in a manner that is consistent with SYFR’s core values at all times.
15. To ensure that risk is managed effectively within the section in accordance with corporate strategies and plans.
16. Comply with HASWA-1974 / PUWER 1998 / LOLER 1998 and ACOP L117 and ensure courses are assessed at three levels, theoretical, observational and practical, and where necessary register with the appropriate authority
17. Where required, support the audit of training and training records to the RTITB standard at the service Training and Development Centre.
18. To carry out such other duties within the department as from time to time may be required, which are commensurate with the grading of this post.

**ANY OTHER INFORMATION** (including special conditions of service)

The post has set working hours although the post holder will be required to conduct night time EFAD driving assessments approximately 4 times per year on a rota basis.

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |
| Category B Driving Licence. | X |  |
| Category C Driving Licence (held for 3 years or more). | X |  |
| Category C1 Driving Licence (held for 3 years or more). | X |  |
| Category D1 Driving Licence. |  | X |
| Category B plus E Driving Licence. |  | X |
| ADI Registration with the DVSA  | X |  |
| PTLLS qualification/equivalent or willing to work towards. |  | X |
| LGV Instructor qualification or willing to work towards. |  | X |
| Hold an appropriate RTITB qualification or willing to work towards. |  | X |
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| **Knowledge** |
| Comprehensive working knowledge of current road traffic legislation. | X |  |
| Knowledge of Fire Service. |  | X |
| Knowledge of training needs analysis and evaluation. |  | X |
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| **Experience** |
| Experience of providing general driving instruction. | X |  |
| Experience of advanced driving techniques. |  | X |
| Experience of designing and delivering development programmes. |  | X |
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| **Personal Effectiveness** |
| Ability to plan, prioritise and organise to deadlines. | X |  |
| Good interpersonal skills. | X |  |
| Ability to communicate effectively at all levels. | X |  |
| Commitment to teamwork. | X |  |
| Commitment to Equality and Inclusion and Health & Safety in the workplace. | X |  |
| Commitment to flexibility specifically in relation to working hours. | X |  |