**VTS TEAM MEMBER – SO1**

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| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALITFICATIONS** | An assessing qualification eg CAVA or equivalent qualification ie A1 or D32/33  A teaching qualification eg PTTLS / Cert Ed or equivalent.  A Health and Safety qualification eg IOSH  Certified Approved Driving Instructor.  Full Class C UK or EU driving license held for a minimum of 3 years.  Full Class D1 and E classification held for a minimum of 3 years. | AF  AF  AF  AF  AF  AF |
| **WORK EXPERIENCE** | Relevant experience as a driving instructor.  Experience driving specialist vehicles including LGV and Forklift Trucks.  Experience of planning and delivering lessons.  Experience in assessing against defined performance standards.  Demonstrate a high level of personal integrity.  Enthusiastic, committed and able to motivate others.  Experience of ability to work under pressure to meet deadlines.  Possess experience of gathering data and information from a variety of sources to support research and development activities; reporting on these and advising others through effective written and oral communication. | AF/I  AF/I  AF/I  AF/I  I  I  AC/I  I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Highway Code * Roadcraft * Road Traffic Act * Mechanics/vehicle maintenance * Principles and practices of driving instruction   Ability to:   * Demonstrate patience and tact, remaining calm in potentially stressful situations. * Deliver complex information and theories in an accessible way. * Demonstrate effective IT skills using MS Office * Demonstrate effective time management to work to conflicting priorities, meet deadlines and targets * Demonstrate excellent interpersonal skills to enable liaison at all levels internally and externally * Communicate effectively both verbally and in writing * Work effectively as part of a team or independently * Demonstrate effective organisational skills   Demonstrate commitment to safe working principles and practices associated with Health and Safety.  Demonstrate commitment to the principles of Diversity and Equality.  Understanding of the key duties and responsibilities associated with the role.  Take responsibility for personal performance, developing your own skills to improve performance.  Establish and maintain effective working relationships.  Gather information and inform / advise on:   * Fire Service policies, procedures and standards. * Common administrative practices. * Current Fire Service issues and standards, both locally and   nationally   * Current legislative guidelines.   Ability to:-  Instruct, supervise and motivate individuals and teams and assess against objectives, using a range of methods.  Provide feedback to teams and individuals on their performance.  Assist teams and individuals who have problems affecting their performance.  Identify development needs and plan and organise training programmes.  Manage and maintain appropriate operational standards.  Acquire, manage and maintain resources.  Continually monitor procedures and systems of work to improve them, where necessary. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I |
| **OTHER** | Able to meet the requirements of the post.  Able to demonstrate a commitment to Equality & Diversity.  Able to demonstrate a commitment to Health and Safety and its application.  Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/AC /I  AF/AC /I  AF/AC /I  I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates