



Protecting local
communities

VACANCY

Job Title: Driving Instructor
Hours: 37 hours per week
Salary: £24,964 - £27,668 (starting salary £24,964)
Location: Training and Administration Hub, Hartlepool

Cleveland Fire Brigade are looking to recruit a Driving Instructor to join its Learning and Development Team. As a member of the team you will support the organisations Workforce Development Strategy by identifying, designing, delivering, assessing and evaluating Driver Learning and Development needs of individuals.

The successful candidate must hold a Class B, B+E, C (Manual) driving licence as a minimum and have evidence of relevant instructional experience specifically aligned to driving licence class C, B, B+E plus Blue Light Emergency Response Driving, Defensive Driving and Off Road.

You will also have excellent organisational and planning skills whilst being committed to maintaining high standards. A comprehensive knowledge of current road traffic legislation (including DSA) is essential.

To download an application form and information pack visit www.clevelandfire.gov.uk, alternatively you can email recruitment@clevelandfire.gov.uk or contact the Human Resources Department on 01429 874019.

Closing Date: 30th April 2017

Applicants who have not been contacted by 30th May 2017 should assume they have been unsuccessful.



Personal Role Profile

Role Title:	Driving Instructor	Reporting To:	Centre Manager
Location:	Training & Administration Hub, Hartlepool	Role/Grade:	Grade F
Purpose of Role:	To support the organisation's Workforce Development Strategy by identifying, designing, delivering, assessing and evaluating Driver learning and development needs of individuals		

Key Responsibilities

1. Contribute to the development of the brigades annual Workforce Development Plan for the delivering of all initial and maintenance training relating to driving and vehicle operation (all vehicle types)
2. Provide training and instruction to nominated personnel for all vehicle types including specialised vehicles (including Lift Trucks)
3. Ensure compliance with all legislative requirements e.g DSA, H&S etc
4. Design, develop and maintain appropriate materials to support learning, eg. powerpoint presentations, handouts, work packages, development activities (which will include the securing of any appropriate resources) distance learning, e-learning, CD ROMs, valid assessment tools etc. All development materials must conform to the required standards, eg. cross-mapped to appropriate development modules/NOS, H&S, First Aid, DSA etc
5. Agree development plans (as required), taking into account personal needs (such as learning styles) as well as any needs of the team/organisation, eg re-instatement to operational duties or following an accident involving brigade driver
6. Ensure accurate completion and adherence to relevant paperwork and documentation eg records of assessment aligned to specific programmes, legislative requirements etc
7. Use feedback to improve current practice from a range of methods eg. course evaluation, customer service standards, CLIs etc
8. Monitor trends and changes to all relevant legislative and fire service specific requirements and where appropriate liaise with LD manager to ensure compliance and quality assurance
9. Undertake any development as required to ensure maintenance of qualifications, skills as well as future development to support the needs of the brigade
10. Maintain professional knowledge of legislative requirements eg DSA, Fire Service specific such as Role Maps, NOS etc
11. Complete Personal Development Records to demonstrate maintenance of competence
12. Take part in personal development reviews on a minimum of annual basis
13. Contribute to the achievement of departmental, directorate and brigade objectives and priorities
14. Ensure compliance with Health and Safety, Equality and Diversity which will include completion of risk assessments, EIA as required

Role Map of National Occupational Standards	Nos	Modules
Drive, manoeuvre and redeploy Fire Service vehicles	FF9	001 to 018
Lead the work of teams and individuals to achieve objectives	WM1	026, 028, 048
Maintain activities to meet requirements	WM2	056 to 065
Take responsibility for effective performance	WM4	070, 071, 073
Support the development of teams and individuals	WM5	074, 076,
Develop training	L9	078, 082, 086
Enable learning through demonstration and instruction	L11	089, 090
Enable individual learning through coaching	L12	
Monitor and review progress with learners	L16	

Personal Qualities and Attributes (PQAs)

Commitment to Diversity and Integrity Promotes and manages diversity and demonstrates a fair and ethical approach in all situations

Openness to Change Proactively supports change, seeking opportunities to promote improved organisational effectiveness

Confidence and Resilience Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations

Working with others Leads, involves and motivates others both within the Fire & Rescue Service and in the community

Effective communication Communicates effectively, both orally and in writing

Commitment to Development Committed and able to develop self, individuals and teams to improve organisational effectiveness

Problem Solving Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements

Situational Awareness Maintains an active awareness of the environment to promote safe and effective working

Commitment to Excellence Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and implementing Creates and implements effective plans to deliver a range of organisational objectives

Political/Organisational Awareness Recognises the potential/political impact and implications of actions from a strategic perspective

Signatures

Approved by: Line Manager		Date:	
Agreed by: Post Holder		Date:	
Authorised by Head of L&D		Date:	

CLEVELAND FIRE BRIGADE

PERSONAL SPECIFICATION – DRIVING INSTRUCTOR

	Essential	How Measured	Desirable	How Measured
Qualifications / Attainments	<ul style="list-style-type: none"> Driving Licence – Class B, B+E, C (Manual) RTITB Instructor Lift Trucks (or equivalent) Demountable Instructor (Hooklift / Primemover) Banksman 	<ul style="list-style-type: none"> Application Form, Proof Application Form, Proof Application Form, Proof Application Form 	<ul style="list-style-type: none"> Driving Licence – Class C+E, Class D LGV Instructor ADI Arial Instructor Dim Vehicle Inst. Teaching qualification and/or A1 Vocational Assessor, L&D units ie Coaching 	<ul style="list-style-type: none"> Application Form, Proof Application form, Proof Application Form, Proof Application Form, Proof Application Form, Proof Application Form, Proof
Experience and Knowledge	<ul style="list-style-type: none"> Evidence of relevant instructional experience specifically aligned to driving licence class C, B, B+E , plus Blue Light Emergency Response Driving, Defensive Driving and Off Road (4 wheel drive) Comprehensive knowledge of current road traffic legislation (including DSA) Knowledge of health and safety principles and practices 	<ul style="list-style-type: none"> Application Form and Proof Application Form, Interview Interview 	<ul style="list-style-type: none"> Knowledge of Fire Service legislation and procedures Knowledge of training needs analysis and evaluation Evidence of Blue Light emergency Response specifically relating to Fire Service 	<ul style="list-style-type: none"> Application Form, Interview Interview Application Form
Skills and competence	<ul style="list-style-type: none"> Competent in the use of IT tools i.e Word, Excel, Powerpoint, Outlook Good organisational and planning skills 	<ul style="list-style-type: none"> Application Form, Interview Interview 	<ul style="list-style-type: none"> Competent in the use of IT tools i.e Word, Excel, Powerpoint, Outlook Good organisational and planning skills 	<ul style="list-style-type: none"> Application Form, Interview Interview

	<ul style="list-style-type: none"> • Commitment to a high standard of service • Excellent communication and interpersonal skills at all levels of the organisation • Promote a professional image 	<ul style="list-style-type: none"> • Application Form, Interview • Interview • Interview 	<ul style="list-style-type: none"> • Commitment to a high standard of service • Excellent communication and interpersonal skills at all levels of the organisation • Promote a professional image 	<ul style="list-style-type: none"> • Application Form, Interview • Interview • Interview
Personal Qualities and Attributes	<ul style="list-style-type: none"> • Ability to work closely with a team and independently • Professional and confident attitude • Flexibility specifically in relation to working hours • Enthusiastic, self- motivated • Ability to complete work under pressure • Commitment to diversity and integrity 	<ul style="list-style-type: none"> • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; • Application Form, Interview; 		
Other Requirements	<ul style="list-style-type: none"> • Commitment to Equality and Diversity • Commitment to Health and Safety 	<ul style="list-style-type: none"> • Application Form, Interview • Application Form, Interview 		

CLEVELAND FIRE BRIGADE

DRIVING INSTRUCTOR

NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES

CONDITIONS OF SERVICE

- Role/Grade: Grade F (£24,964 - £27,668)
- Payment of Salary: Direct to Bank or Building Society on the 15th day of each month
- Annual Leave: 26 days rising to 31 after 5 years' continuous service pro rata
- Hours of Work: 37 hours each week (an annualised hours working scheme is in operation)
- Pension Arrangements: Career Average Local Government Pension Scheme (Optional)
- Car User Status: A pool car will be made available for business use as necessary.
- Uniform: A full uniform will be provided