**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** DRIVER DEVELOPMENT OFFICER

**DIVISION:** TRANSPORT & INFRASTRUCTURE

**GRADE:** BAND 10

**RESPONSIBLE TO:** HIGHWAYS, TRAFFIC & TRANSPORT TEAM LEADER

**POST REFERENCE:**  103189

**Purpose of Post**

To ensure the delivery of an effective driver development programme.

To provide technical support in all aspects of the work carried out by the Road Safety team, as required.

**Main Duties and Responsibilities**

1. To develop, co-ordinate, monitor and review training requirements for drivers, ensuring all relevant legislative requirements are met.
2. To deliver driver training to internal and external candidates in the following categories (but not limited to):- B, B+E, C, C1, C1+E, D, D1, D1+E, MIDAS, CPC, and to carry out related driver assessments.
3. To co-ordinate the effective delivery of Health & Safety requirements for road safety provision, providing or procuring training and advice where required.
4. To liaise with other sections, departments and agencies to ensure the delivery of an effective driver development scheme.
5. To undertake risk assessments and identify remedial measures as required.
6. Preparation and review of guidance documents, reports and other correspondence as required.
7. To undertake training and staff appraisals as required.
8. To assist, where required, with any consultations in relation to the road safety function.
9. To assist in the management of the education, training and publicity programme.
10. To support the aims of the division’s management team and the promotion of corporate policies.
11. To liaise with members of the public, the public and private sector, and the media in respect of road safety training and publicity.
12. Participate in any project management initiatives relating to the improvement of the service’s functions.
13. Any other duties of a related nature which might reasonably be required or allocated by the Highways, Traffic & Transport Team Leader.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 18/9/18

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**