# **PERSON SPECIFICATION: DRIVER DEVELOPMENT OFFICER POST REFERENCE: 103189**

# **Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post is subject to safer recruitment measures, including a Disclosure and Barring Service (DBS) check.**

|  |  |  |
| --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Ability to competently deliver driver training (F) (I)  Relevant qualifications in the delivery of driver training (F) (I) | British Institute of Traffic Education Research Phase 3 Road safety Qualification (F)  Diploma in Accident and Safety Management, or Certificate in Advanced Road Safety Studies (F)  RoSPA Road Safety Officers Certificate (F) |
| * **Work or other relevant experience** | Experience working in a road safety education, training and publicity related area (F)  Experience of undertaking driver training (F) (I)  Experience of day to day budget control (F) (I)  Experience of working to tight deadlines (F) (I)  Experience of undertaking risk assessments in the road safety function (F) (I) | Ability to undertake driver training/ development presentations (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**2**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | Sound knowledge of road safety education, training and publicity practice (F) (I)  Ability and confidence to give presentations to, and communicate effectively with, the public in all age groups, staff, the media and management at all levels (F) (I)  Experience in using Microsoft Office (F) (I)  Excellent organisational skills (F) (I)  Good knowledge and experience of developing and implementing publicity campaigns (F) (I)  Ability and confidence to communicate effectively with the public, representatives of the Police and other local authorities (F) (I)  Must have excellent communication skills, both verbally and in written form (F) (I) | tieodeo  Knowledge of other relevant software (F) (I)  Good knowledge and experience of information and communication technology (F) (I) | |
| * + **General competencies** | A willing team member (I) (R)  Able to develop and initiate new concepts (I) (F)  Ability to develop work within the community (I) (F)  Ability to work alone or as a member of a team (I) (R)  Enthusiastic with a positive attitude (I) (R) |  | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.