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| **Job Description** | |
| **Post title** | Driver / Trainer |
| **JE Reference No** | N7309 |
| **Grade** | 5 |
| **Service** | Regeneration and Local Services |
| **Service Area** | Fleet Services |
| **Reporting to** | Accountable to the Senior Transport Training Officer. |
| **Location** | Your normal place of work will be Environment Services, St Johns Road, Meadowfield Industrial Estate, Durham, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is not subject to a disclosure. |
| **Flexitime** | This post is eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

In conjunction with County Fleet Manager and Strategic Fleet Team Manager and the Senior

Transport Training Officer, develop and deliver transport related training with specific emphasis on

Driver CPC development.

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| **Duties and responsibilities** |

* Identify driver training needs and develop programmes accordingly.
* Deliver identified training and assessment programmes to a high standard which, where applicable, are acceptable to the relevant certifying bodies.
* Establish and maintain training records along with undertaking monitoring of driver training outcomes to assist in establishing the effectiveness of the training delivered.
* Market and deliver driver training programmes to organisation both internally and external to the County Council.
* Keep abreast of any changes in legislation which may affect the content and delivery of driver training needs.
* Ensure that any changes to legislation and best practice is reflected in delivery of training

programmes.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the County Fleet Manager.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification: Driver / Trainer | | |
|  | Essential | Desirable |
| Qualifications | * Approved Driver Instructor qualification * MIDAS Assessor qualification * LGV, PSV Driver qualification * HGV drivers licence | * A1 Assessor qualification * Driver CPC Qualification card |
| Experience | * Working in training environment. * Delivery of training * Development of training packages and programmes | * Assessing and internal verification. * Centre accreditation responsibility. * Budgetary experience. |
| Skills & Knowledge | * Ability to work with personnel at all levels. * Good organisational skills. * Ability to work under pressure and on own initiative. * Ability to deal with conflicting demands. * Good health & safety awareness. * Knowledge of NVQ assessment process. * Financial awareness. * Ability to motivate and support staff in training. * Ability to deliver and evaluate training programmes. * Knowledge of Driver CPC course development and registration process. | * Awareness of driver assessment process. * Knowledge of driver regulations. |
| Personal Qualities | * Genuine interest in improvement of staff. * May be required to work outside of normal office hours. * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. |  |