

JOB DESCRIPTION

Post Title:	Driving Training Instructor Casual	Director/Service/Sector: Fire & Rescue	Office Use
Band:	5	Workplace: Fire & Rescue HQ	JE ref: 1205
Responsible to:	Senior Driver Training Instructor	Date: April 2021	HRMS ref:

Job Purpose:

To assist in the delivery of training courses to meet the statutory driver training requirements of the Fire and Rescue Service and there partners.

Resources	Staff	Indirectly responsible for staff when leading on training courses.
	Finance	Nil
	Physical	Responsible for safe operation and use of vehicles when training staff in their correct use.
	Clients	Driving trainees, external driving assessors and customers.

Duties and key result areas:

- Be responsible for or assist in, the delivery of driver training programmes to meet the statutory and individual development needs of all personnel, including but not exclusively:
 - Licence acquisition category's "B", "B+E", "C", "C1", "D1"
 - High Speed Driving
 - Plant Operator (RTITB) Courses, Forklift, Hooklift, Winch
 - Winter Services Training (City & Guilds)
 - MIDAS
 - Off Road Driving
 - Driving Assessments
 - Vehicle Familiarisation
 - CPC Training
- Responsible for the supervision of all staff attending personal development programmes and providing reports and recommendations detailing competence and performance standards.
- Provide support and advice to drivers thereby maintaining their currency of knowledge and skills.
- To maintain and promote the morale and welfare of personnel attending driving and related courses.
- Conduct a Training Needs Analysis (TNA) through observed practical assessment. Subsequently providing a suitable personal development plan for driving related skills.

- Maintaining suitable written and electronic records as to delivery and assessment of driving related courses.
- Provision of recommendations from each course and where necessary recommending the removal from driving duties those drivers who have risk-critical development needs and the creation of action plans to address risk-critical concerns.
- To assist in the implementation and monitoring of driving related policies and procedures in response to changes to statutory regulations and national guidance.
- To assist in developing and sustain working partnerships with all appropriate external bodies to deliver the aims and objectives of the Driver training section of Learning and Development.
- To assist in the evaluation and development (through liaison with staff and outside agencies) of all courses and programmes offered for development of driving skills to improve the efficiency and effectiveness of Northumberland County Council and its partners.
- To maintain a personal Continual Professional Development Record as required by Regulation, or programme delivery.
- Represent, and embed in training, NFRS and NCC core values both in deeds and actions.
- To assist in the planning, preparation, and delivery of driver training programs.
- Conduct all routine based checks for training vehicle(s) to ensure compliance with NFRS and legal requirements.
- To participate positively in the Appraisal process, to undertake relevant training and development activities to improve your work performance, and to contribute to the development of others.
- To practice and promote the health and safety policies of NFRS and to contribute to the development and progression of health and safety within the sphere of responsibility of this role for all employees and service recipients.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Vehicles provided.
Working patterns:	Flexible through negotiation and planning, with regular evening and weekend working to meet the demands of a 24/7 Emergency Service
Working conditions:	Primarily mobile within the Northumberland County Council's and partners area whilst delivering training with an administrative office base at West Hartford

PERSON SPECIFICATION

Post Title: Driver Training Officer	Director/Service/Sector: Fire Rescue	Ref: 1205
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ➤ Driving Licence Category B, B+E, C, C1, D1. ➤ Instructor Qualification. ➤ Assessor Qualification. 	<ul style="list-style-type: none"> ➤ Teacher / Trainer qualification. ➤ ADI or Voluntary registration with DSA. ➤ High speed driver trainer. ➤ RoSPA or IAM Membership / Qualification. ➤ RTITB Instructor. ➤ Winter Services Operator / Trainer. ➤ MiDAS. ➤ CPC Training 	
Experience		
<ul style="list-style-type: none"> ➤ Relevant driving experience. ➤ Experience of instruction. ➤ Experience in assessing against defined performance standards. ➤ Experience of advanced driving techniques. ➤ Proof of continual professional development. ➤ 3 years driving experience category “C” and “D” / “D1”. 	<ul style="list-style-type: none"> ➤ Plant operations, training, delivery, or assessment. 	
Skills and competencies		
<ul style="list-style-type: none"> ➤ Comprehensive working knowledge of current road traffic legislation and the statutory responsibilities of a driver. ➤ Good written and verbal skills. ➤ Good inter-personal skills. ➤ Good organisational skills. ➤ Knowledge and commitment to health and safety principles and practices. ➤ Experience in the practical application of Information technology ➤ Enthusiastic, self-motivated ➤ Able to prioritise tasks. ➤ A commitment to teamwork and flexibility specifically in relation to working hours. 	<ul style="list-style-type: none"> ➤ Knowledge of Fire and Rescue Service systems and procedures ➤ Awareness of equality and diversity issues and their practical application in the workplace and to driving. 	

Physical, mental and emotional demands

- Long periods of extended concentration.
- Able to make risk-critical assessment decisions in difficult situations

Other