Job Description and Person Specification

Driving Instructor: Grade F

Job Description

Role Title	**Driving Instructor**	Reporting to	**Training Manager**
Location	**Training & Administration Hub, Hartlepool**	Role/Grade	**Grade F**

Purpose of the Job

To support the organisation's Workforce Development Strategy by identifying, designing, delivering, assessing, and evaluating Driver learning and development needs of individuals.

Key Duties and Responsibilities

Corporate

1.1 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing

1.2 To ensure individual continuous development to improve personal and organisational performance

1.3 To attend external forums or working groups as required and network with peers to capture/share learning and good practice

1.4 To ensure compliance with the Data Protection Regulations

1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure

1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

Functional

Ensure compliance with Health and Safety, Equality and Diversity which will include completion of risk assessments, EIA as required

1.7 **To assist the Training Manager, contributing towards:**

- The development of the brigade's annual Workforce Development Plan for the delivering of all initial and maintenance training relating to driving and vehicle operation (all vehicle types)

- The achievement of departmental, directorate and brigade objectives and priorities

1.8 **To contribute to delivery of the following services on a day-to-day basis:**

- Provide training and instruction to nominated personnel for all vehicle types including specialised vehicles (including Lift Trucks)

- Ensure compliance with all legislative requirements for example NFCC Fire Standard, DSA, H&S etc.

- Design, develop and maintain appropriate materials to support learning, for example power point 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, cross-mapped to appropriate development modules/NOS, H&S, DSA, NFCC Fire Standard etc.

- Agree development plans (as required), taking into account personal needs (such as learning styles) as well as any needs of the team/organisation, for example re-instatement to operational duties or following an accident involving brigade driver

- Ensure accurate completion and adherence to relevant paperwork and documentation e records of assessment aligned to specific programmes, legislative requirements etc

- Use feedback to improve current practice from a range of methods for example course evaluation, customer service standards, CLIs etc

- Monitor trends and changes to all relevant legislative and fire service specific requirements and where appropriate liaise with the Training Manager to ensure compliance and quality assurance

- Undertake any development as required to ensure maintenance of qualifications, skills as well as future development to support the needs of the brigade

- Complete Personal Development Records to demonstrate maintenance of competence

- Take part in personal development reviews on a minimum of annual basis

1.9 **To keep current with the latest developments and changes to legislation.**

- Maintain professional knowledge of legislative requirements for example DSA, Fire Service specific such
  as Role Maps, NOS, NFCC Fire Standard etc

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

Role Map

In addition to the general qualities required, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

Drive, manoeuvre and redeploy Fire Service vehicles	FF9
Lead the work of teams and individuals to achieve objectives	WM1
Maintain activities to meet requirements	WM2
Take responsibility for effective performance	WM4
Support the development of teams and individuals	WM5
Develop training	L9
Enable learning through demonstration and instruction	L11
Enable individual learning through coaching	L12
Monitor and review progress with learners	L16

Values and Behaviours

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

Uniform

The person appointed to this post is required to wear a uniform and will be provided with the 'Blue Work Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.