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|  | **Job Description** |

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| **Post** | Specialist Vehicle & Driving Instructor | **Post No** | HTRAIN040 |
| **Line Manager** | Station Manager Training | **Location** | Training and Development Centre, Stafford Park, Telford |
| **Directorate** | Training and Development | **Section** | Training |
| **Scale** | Grade 8 | **Current Salary** | £33,024 per annum |
| **Hours** | 37 per week | **Status of Post** | Permanent |

**1 Job Purpose**

* 1. To inform, train, instruct and assess Service personnel across a range of driving skills and the use of relevant vehicles and associated equipment.
  2. To provide training to personnel to enable them to qualify as Large Goods Vehicle and Emergency Service drivers and operators.
  3. To provide specialist vehicle and equipment training to Service personnel.
  4. To provide refresher and remedial training to Service personnel across all relevant vehicle types, ensuring maintenance of competence in line with legislation, guidance, and best practice.
  5. To comply with legislation and guidance that applies to Emergency Response Driving.

1. **Major Tasks**
   1. Ensure Emergency Response Driver (ERD) training aligns to the NFCC Emergency Response Driver and Instructor Framework.
   2. Ensure Emergency Response Driver (ERD) Instructor training aligns to the NFCC Emergency Response Driver and Instructor Framework.
   3. To ensure, under the direction of the Station Manager Training, that all nominated Service personnel are trained and assessed against the appropriate standards within legislative, best practice and Service timescales.
   4. To undertake research into the safe and effective use of vehicles and equipment, obtaining a degree of knowledge that will enable the post holder to inform, train, instruct and assess nominated Service personnel.
   5. To identify training requirements across all Service vehicle types and recommend the appropriate type and level of training needed to meet those requirements.
   6. To ensure Service personnel are familiar with all routine procedures pertaining to the testing and maintenance of vehicles and equipment in line with agreed operational standards and best practice.
   7. To inform, train, instruct and assess all nominated Service personnel in driving techniques, roadcraft, service procedures, and the use of associated operational equipment.
   8. To inform and advise the Service on Vehicle and Driving legislation, guidance, and best practice as it affects the operation of the Service.
   9. To participate in projects and training reviews associated with vehicles and equipment, giving advice on training requirements as appropriate.
   10. To take the necessary action to report any accidents, defects and damage involving Service vehicles and equipment, compiling reports, and contributing to investigations, as necessary.
   11. To ensure effective liaison is maintained with other Departments within the Service, as necessary.

Contribute to the continual improvement of driver training standards by communicating, sharing learning and experiences with the NFCC network of fire and rescue service driving instructors and centres through: engagement on the NFCC Workplace online forum; supporting the national Driver Training Advisory Group (DTAG) through regional structures, and; via attendance at relevant CPD training, national events and conferences.

Design and create course content, training plans and other resources to enable the training of Service personnel on existing and new service vehicles, in line with legislation, guidance and best practice.

* 1. Liaising with other Regional Brigades and NFCC Groups to convey information around best practice and legislative changes.
  2. Periodically meet with Regional Brigades/Services, as necessary.

1. **Job Activities**
   1. To maintain vehicles and equipment allocated to the Training and Development Centre to the standards set by the Service, ensuring that they are ready and safe for use and reflect the high standard of the Service.
   2. Source and arrange resources to support the facilitation of courses.
   3. To assist in the investigation of vehicle and equipment accidents, reporting on any training requirements and recommendations, as necessary.
   4. To maintain all relevant documentation concerning driver qualifications, competence and equipment training and development in accordance with Service procedures.
   5. Create and review risk assessments relating to job related tasks and activities.
   6. To assist in the programming and nomination of personnel for training courses, ensuring that full and accurate records of driver competency and refresher training are kept and maintained.
   7. To write letters and assist in the compilation of reports.
   8. To compile comprehensive technical training notes.
   9. Engage with partners/others to ensure periodic, independent quality assurance of driver training provision is undertaken and formally recorded.

# Other Tasks

4.1 To ensure that the Service policies including equality and diversity at work are implemented, monitored, and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.

4.2 To support the organisation in embedding the ‘core values’, strategic aims, and corporate objectives.

4.3 To ensure all duties are carried out in accordance with the Fire Authority’s ICT Security Policy.

4.4 To comply with the Health and Safety responsibilities set out in Appendix A to this job description.

4.5 To assist in the implementation of the Fire Authority’s Service Plan and in the achievement of the objectives for the Fire Authority as a whole.

4.6 Ensuring information is securely maintained and treated confidentially in accordance with Service policy, the Data Protection Act, and other Information Acts.

4.7 The post holder will be expected to become involved in and to respond effectively to the changing requirements of the Fire Authority and West Midlands Regional Management Board.

4.8 To make an effective contribution to the corporate aims of the Fire Authority.

4.9 Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions including documenting and recording work activity.

4.10 Ensure that any defect of Service premises, accommodation, furnishings, vehicles fixtures and fittings are reported in accordance with specified procedures.

4.11 To become involved in and to respond effectively to the changing requirements of the DfT, NFCC, DTAG and/or other relevant organisations and bodies.

4.12 To carry out such other duties as may be directed, commensurate with the grading of the post.

1. **Status of job description**

5.1 June 2024

**Safety Responsibilities Appendix A**

**Individual Employees**

* Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
* Every employee must use safety equipment or personal protective equipment (PPE) in a proper manner and for the purpose intended.
* Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
* Every employee must work in accordance with any health and safety instruction or training that has been given.
* No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
* Every employee is required to bring to the attention of their supervisor/manager any hazard or perceived shortcoming in our safety arrangements.
* Every employee must report any near miss, accident, or dangerous occurrence that they witness or are involved in.
* All employees must co-operate with their employer to ensure legal requirements are met and the highest standards of safety management are maintained.
* Every employee must observe correct manual handling techniques when lifting carrying or moving a load.
* Every employee must follow the Service General Health and Safety Rules.

**Person Specification**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications (or equivalent skills)** | Holds a current United Kingdom full driving licence with a minimum of Category C entitlement.  Department of Transport Approved Driving Instructor (ADI)  3 GCSE passes A-C / 4 - 9 or equivalent including English Language | ERDT Instructor qualification  NVQ Level 3 in Learning and Development, or equivalent    Hold a recognised assessor qualification.  Off Road 4x4 Driving Instructors Certificate  Other specialist driver training qualifications (Forklift, Hook lift, HIAB etc)    Police Advanced Driving Instructors Certificate  H&S qualifications (NEBOSH/IOSH) | Application form |
| **Experience** | Proven experience as a driving instructor, preferably in Large Goods Vehicles, Forklift Truck and ‘Off Road’  Experience and knowledge of Vehicle and Driving Legislation | Have passed a driving test set by ROSPA, Institute of Advanced Motorists or equivalent.    Registration as a Department of Transport Approved Driving Instructor (ADI).    On the approved register of LGV instructors and/or the NFCC Approved Instructor register.    Experience of having driven vehicles under blue light conditions.    Experience of trailer towing and instruction of demountable unit operation    Experience in instructing groups | Application form  Interview |
| **Skills** | Experience and demonstrated ability to drive a range of vehicles.    Good oral and written communication skills  Well-developed IT literacy, including a good working knowledge of Microsoft Office and other relevant IT systems (OneDrive, Outlook, Excel, SharePoint, etc).  The ability to assess people against set performance criteria and prepare development plans for improvement of competence for individuals and groups.    Well-developed people skills, which will enable the person to deal in a fair and equitable manner with such sensitive personal situations that arise during the normal course of duty. | The ability to quickly absorb the requirements of an operational Fire and Rescue Service with regards to training in equipment and vehicles      The ability to design, update, maintain and deliver training, establishing objectives and evaluating outcomes.    Be able to write and produce course materials, procedures, and student notes. | Application  Interview  Work related tests. |
| **Personal Qualities** | Is able to work effectively unsupervised with the flexibility to work as part of a small team.    An understanding of equality of opportunity and fairness at work as it impacts upon matters of staff management.    The ability to manage groups of people from diverse backgrounds |  | Application form  Interview |
| **Special Factors** | Thorough understanding of Roadcraft, Highway Code.  Knowledge of Road Traffic Law/Driver Licensing and legislation. | A knowledge of laws and requirements of Emergency Response Driver Training | Application form  Interview |