

## JOB DESCRIPTION

<b>Post Title:</b> Driving Instructor	<b>Director/Service/Sector:</b> Fire & Rescue	<b>Office Use</b>
<b>Band:</b> 7	<b>Workplace:</b> Fire & Rescue HQ	<b>JE ref: 4262</b>
<b>Responsible to:</b> Senior Driving Instructor	<b>Date:</b> July 2022	<b>Manager Level:</b>
<b>HRMS ref:</b>		

### Job Purpose:

To deliver and assist in the design of training courses to meet the statutory driver training requirements of the Fire and Rescue Service and wider NCC

<b>Resources</b>	<b>Staff</b>	Indirectly responsible for staff when leading on training courses.
	<b>Finance</b>	Nil
	<b>Physical</b>	Responsible for safe operation and use of vehicles when training staff in their correct use. Responsible for maintaining accurate records of drivers' competence.
	<b>Clients</b>	Internal staff and liaison with managers across the County Council, Regional and National partner agencies.

### Duties and key result areas:

1. Be responsible for, and assist in, the planning, development & delivery of training programmes to meet the legal and statutory requirements, for all staff with driving responsibility (whether for Northumberland Fire and Rescue Service (NFRS) Northumberland County Council (NCC) or others) Currently but not exclusively:
  - a. High Speed Driver Training – Including Fire Appliance and Officer Response (Car / 4x4)
  - b. Use of Legal Exemptions and Emergency Warning Devices
  - c. Large Goods Vehicle (LGV) (Category C & C1 Licence Acquisition)
  - d. Light Vehicle (Category B (Car) and D1 (Minibus) License Acquisition)
  - e. Trailer (Category +E License Acquisition)
  - f. Minibus Driver Awareness Scheme (MiDAS)
  - g. Plant Instruction, Hook lift / Skip Loaders / Loading Shovels / Chain & Cable Loaders / Forklifts (counterbalance & vehicle mounted)
  - h. Off-Road Driving
  - i. All-Terrain Vehicles (ATV's)
  - j. Specialist vehicle mounted equipment
  - k. Winter Services, Managerial, Supervisory, Operator Training to Institute of Civil Engineering (ICE) standards as verified by the City & Guilds.
  - l. Winter Service equipment including Snow Blowers, Ploughs and gritters across all manufactures and types.
  - m. Vehicle Familiarisation across all service delivery areas, vehicle manufacturers and types electric / combustion, light car or 4x4, Minibus or LGV.
  - n. Drivers Continuing Professional Competence (CPC) to Joint Approvals Unit for Periodic Training (JAUPT) Standards.
  - o. Theory Training for Licence Acquisition and Driver Qualification Cards (DQC)
  - p. Winching / Winching Techniques
  - q. Cable Avoidance Tools and Signal Generators
  - r. Firefighter Command Support processes
  - s. Water Pumping Appliances

t. Or as required by the needs of both the employer, partner organisations and or commercial needs.

2. Responsible for the supervision and management of all staff attending personal development programmes and providing reports and recommendations detailing competence and performance standards, whether NFRS, NCC or other commercial clients.
3. To maintain and promote the morale, welfare and discipline of personnel attending driving and related courses.
4. Conduct a Training Needs Analysis (TNA) through observed practical assessment. Subsequently providing a suitable personal development plan for driving related skills.
5. Maintaining suitable written and electronic records as to delivery and assessment of driving related courses.
6. Removing from driving duties those drivers who have risk-critical development needs and the creation of action plans to address risk-critical concerns by exercising a high degree of initiative and discretion.
7. Provide support and advice to NFRS emergency response drivers thereby maintaining their currency of knowledge and skills.
8. To assist in the development, implementation and monitoring of Fire & Rescue driving related policies and procedures in response to changes to statutory regulations and national guidance.
9. To advise, assist and support the Senior Driving Instructor and Fleet Manager in matters relating to the procurement and deployment of driver training resources and Community Risk & Response resources (vehicles & equipment).
10. To assist in the management of service booking systems for development programmes, while managing own calendar and workload.
11. To assist in developing and sustain working partnerships internally, regionally and nationally to deliver the aims and objectives of the Driver training section of the Training, Assurance & Safety Department of NFRS, NCC, its partners and commercial ventures.
12. Liaise with external agencies, training providers and neighbouring fire and rescue services in order to maintain appropriate driving and assessment standards.
13. To work closely with departmental leads to assess annually the training and development needs (driving) of all staff in the service.
14. 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 NFRS.
15. Represent, where appropriate, Northumberland Fire and Rescue Service at Regional and/or National Meetings and Working Parties on matters relating to emergency response and driver training / assessment.
16. To assist in the planning of new programmes and the preparation and distribution of all driving related learning and development materials.
17. To work with partner agencies and department leads to develop accident prevention and safety awareness policies and campaigns.

18. To assist in the management all administrative tasks in order to maintain an efficient training delivery programme; to include scheduling and nomination of NFRS personnel for attendance on courses and accurate and timely updating of all driver records.
19. To collate statistics and prepare reports for NFRS as required.
20. To assist any nominated Accident & Investigations Officer to ensure that traffic accidents and/or complaints are managed and investigated in accordance with the service's driving policy, investigating and/or advising others appropriately.
21. To assist the Senior Driving Instructor with accident information, identify trends and target training accordingly.
22. To maintain a personal Continual Professional Development Record as required by Regulation, or programme delivery.
23. To maintain currency of knowledge and skills for, Driver & Vehicle Standards Agency (DVSA), RTITB & Plant, NFCC ERDT Standards, Road Traffic Act and Regulations, Institute of Civil Engineers Winter Service Operations, City & Guilds, Approved Driving Instruction, DSA Standards of Driving Training and Instruction.
24. To attend, as required, any external training courses that are required to enable qualification as a fire service Driving Instructor.
25. Ensure training vehicle(s) are compliant with legal requirements, both for training and licence acquisition, including pre & post use checks and reporting apparent defects.
26. Supervising, instructing with and making careful use of very expensive and specialist equipment on a daily basis.
27. 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.
28. 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.*

<b>Work Arrangements</b>	
Transport requirements:	Regularly delivering in-vehicle and site-based training across numerous locations both outside and within the County.
Working patterns:	Primarily office hours, with occasional evening and weekend working to meet the demands of a 24/7 Emergency Service
Working conditions:	Primarily mobile whilst delivering training, though with an administrative office base

**PERSON SPECIFICATION**

<b>Post Title: Driving Instructor</b>	<b>Director/Service/Sector: Fire Rescue</b>	<b>Ref: 4262</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>• Category B Driving Licence</li> <li>• Category C1 Driving Licence (with manual transmission entitlement)</li> <li>• Category C Driving Licence (LGV)</li> <li>• Category B+E Driving Licence</li> <li>• Approved Driving Instructor registration with DVSA</li> <li>• Level 3 Award in Education &amp; Training or equivalent</li> <li>• NFCC Approved Emergency Response Driver Training Instructor for Class 2, 3 &amp; 4 vehicles.</li> <li>• Working knowledge of the legislation &amp; regulations governing Emergency Response Driving.</li> <li>• Working knowledge of vehicle limit handling and stability.</li> <li>• Working knowledge of the policies and procedures of accrediting bodies.</li> <li>• Working knowledge of new vehicle technologies such as but not limited to; traction control, electronic stability programmes &amp; autonomous emergency brakes.</li> <li>• Working knowledge of Driving Licences, related offences and compliance issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Category D1 Driving Licence</li> <li>• L3 Assessing Competence in the Work Environment qualification or equivalent</li> <li>• L4 Internal Quality Assurance qualification</li> <li>• Forklift and/or Plant Instructor qualification</li> <li>• City &amp; Guilds Approved Winter Services Trainer/Assessor</li> <li>• Off-Road (4x4) Driving Instructor qualification</li> <li>• Current Certificate of Professional Competence (CPC) Drivers Qualification Card for truck &amp; bus.</li> <li>• IOSH Managing Safely qualification</li> <li>• First Aid at Work qualification</li> <li>• Working knowledge of Fire Service Pumping appliances and associated faults.</li> <li>• Working knowledge of Fire Service Command Support.</li> <li>• Knowledge of risk associated with Night Driving.</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Relevant driving experience.</li> <li>• Experience of instruction on LGV's</li> <li>• Experience in the creation and delivery of development programmes.</li> <li>• Experience in assessing against defined performance standards.</li> <li>• Experience of advanced driving techniques.</li> <li>• At least 3 years' experience of Emergency Response Driving in Category C vehicles.</li> <li>• Experience in the interpretation of statutory guidance</li> <li>• Experience developing and creating training packages.</li> <li>• Experience delivering training to individuals and groups of different backgrounds and learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of continual professional development.</li> <li>• 3 years' experience of Emergency Response Driving in Category B vehicles.</li> <li>• Experience of driving vehicles off road.</li> <li>• Experience operating Winter Service vehicles (gritters, snow ploughs)</li> <li>• Experience operating Fire Service Pumping Appliances</li> <li>• Experience as a Fire Service Command Support Operator.</li> </ul>	

<ul style="list-style-type: none"> <li>• Experience in the practical application of Information technology</li> </ul>		
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>• Comprehensive working knowledge of current road traffic legislation and the statutory duties of driving under emergency conditions</li> <li>• Good written and verbal skills</li> <li>• Good inter-personal skills</li> <li>• Good organisational skills</li> <li>• Ability to interact and engage with individuals or groups regardless of rank or role within the service.</li> <li>• Knowledge and commitment to health and safety principles and practices</li> <li>• Able to interpret guidance and development appropriate policies &amp; procedures.</li> <li>• Enthusiastic, self-motivated</li> <li>• Able to prioritise tasks.</li> <li>• A commitment to teamwork and flexibility specifically in relation to working hours.</li> <li>• Awareness of equality and diversity issues and their practical application in the workplace and to driving.</li> <li>• Be a conscientious and reliable worker, of good character and smart appearance.</li> <li>• Able to demonstrate leadership qualities and the ability to motivate others.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Fire and Rescue Service systems and procedures</li> </ul>	
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>• Able to make risk-critical assessment decisions in difficult situations</li> <li>• High Speed &amp; Emergency Response Driver Training requires long periods of high concentration with quicker than normal reflexes to a high degree of accuracy and precision.</li> <li>• Identify personal and individual limitations in oneself and others before they become risk critical in relation to the human aspects of response driving.</li> <li>• Make decisions that affect individuals, both personally and financially, as well as the organisations' ability to deliver a service.</li> </ul>		

<ul style="list-style-type: none"> <li>• A high degree of precision and accuracy when operating machinery with little or no opportunity to practice or prepare and often at high speeds (in accordance with legal exemptions).</li> <li>• Delivering an instructional commentary while operating machinery as detailed above, to demonstrate techniques and skills as part of the training process, at high speeds (in accordance with legal exemptions).</li> <li>• Providing full talk through, coaching and driver development from the passenger seat of a vehicle to course students as part of high speed and emergency response driving courses, with no physical or engineered control measures to maintain safety.</li> <li>• Working occasional weekends</li> <li>• Working occasionally full shifts in the hours of darkness due to the demands of some qualifications.</li> <li>• Deliver training sessions outdoors in all weathers</li> </ul>		
Other		