

Service Document Standard Form:

Role Profile

Linked documents: Job Evaluation Guidance Note



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ROLE DETAILS:

Role Title:	Driving Instructor
Grade:	H (Driving Instructor)
Service area:	People and Organisational Development
Responsible to:	Driver Training Manager

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

- To instruct and assess Buckinghamshire & Milton Keynes Fire Authority (BMKFA) & Oxfordshire Fire & Rescue Service (OFRS) personnel in a range of vehicles and the skills required to achieve competency to relevant standards and legislation.
- To provide training for students to achieve competency in ERD Emergency Response Driving to comply with the Road Traffic Act 2006

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial – none

Staff Responsibilities – none

Any other statistical data: N/A

PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

- To support and contribute to internal and external audits; service development; reviews and the management of risk, ensuring learning and education interventions are developed and implemented as appropriate.

Service Delivery

- To provide reactive and proactive research into all matters affecting driver training, licensing, legislation, resources and road safety, as appropriate and to present these findings in report and PowerPoint formats as required.
- To assist the Driver Training Manager in creating and developing high quality training packages for use by both services personnel in compliance with any relevant legislation.
- To liaise with the relevant department to maintain current records of all drivers licences.
- To advise line management of vehicle and driving legislation and any possible impacts

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upon either service.

- Conduct LGV and other vehicle conversion assessments, as required.
- To provide ERD training for students for a range of vehicles, as required.
- To assist the Driver Training Manager sample aspects of Driver training programmes, to ensure good practice is recorded and communicated and improvements are identified and addressed.
- Liaise with other organisations and agencies concerned with advanced driving to keep up to date with information, technology and instructional methods as agreed with Driver Training Manager.
- To ensure driver training vehicles and equipment are maintained, ensuring they are ready and safe for use and reflect the high standards of BMKFA & OFRS when in public view.
- To ensure all aspects of Health and Safety are met and risk assessments, instruction, training and supervision is current and complies with relevant legislation. Promoting health and safety of those employees for whom they are responsible.
- To maintain the appropriate standard of driving instructor competency by undertaking refresher courses as required.
- To assist in the development of policies and procedures regarding driver training, instructor training, legislation, resources and road safety as necessary.
- To ensure any awarding bodies courses are verified and all administration documents are completed to ensure compliance with the required standards and formulate reports as required by any auditors and Line Managers,
- To maintain, control, and record all documentation ensuring that they are used in accordance with data protection act and service policies to allow a complete audit trail of transactions.
- To provide advice, guidance and information, to line managers as required.
- To ensure that the performance of staff supervised is regularly reviewed and action is taken to meet development needs and that any underperformance is managed in accordance with Authority policy and procedure and the requirements of terms and conditions of service.
- To provide when requested by the Driver Training Manager assistance in creating and developing high quality training packages for use by external bodies and their staff in compliance with any relevant legislation.

DECISION MAKING:

Make decisions: daily assessment of driving standards, providing information to Driver Training Manager

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Significant say in decisions: Relating to driving and providing evidence to DCM

CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal: All Staff within BFRS/OFRS in the delivery of all types of driver training.

External: As directed by Driving Centre Manager to meet the needs of BFRS/OFRS.

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values and norms
- To comply with the Services' aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all staff, visitors, contractors etc. within the area are in compliance with statutory requirements and Service policies and procedures
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach individual members of staff as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Registration as a Department of Transport Approved Driving Instructor, or equivalent
- Holds a current car, LGV and any other relevant driving licence
- Holds a current EFAD instructor qualification
- Completed Preparing to Teach in Life Long Sector (PTLLS) or equivalent or working towards

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Experience:

- Maintains an active awareness of the environment to promote safe and effective working
- Demonstrates a commitment to develop themselves and their peers
- Demonstrates the ability to work confidently within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach
- Plan and allocate work activities to meet service delivery needs
- Be able to work flexibly
- Provide information to support decision making
- Knowledge of Fire service organisation

Skills:

- Communication and presentation abilities to all age groups
- Computer literate or ability to use IT applications in a wide range of applications
- Possess excellent planning and organisational skills
- Openness to change and actively seeks to support it
- Ability to work to time-sensitive deadlines with attention to detail
- Ability to compile reports
- Excellent influencing, consultation and communication skills

Knowledge:

- Working knowledge and understanding of Blue Light/ road craft driving
- Working knowledge and understanding of road legislation
- thorough knowledge and understanding of diversity and equality

REQUIREMENTS: Desirable Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- Completed IOSH or equivalent (or working towards)

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

This role profile will be supplemented by annual target based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.