

 **JOB DESCRIPTION**  (Form HRJDES Sept 2021)

|  |  |
| --- | --- |
| **Job Title**  | Driver Trainer |
| **Post Number**  |  |
| **Responsible To**  | Driver Training Manager |
| **Responsible For**  | None |
| **Grade** | Scale 6, SCP 18-25, £24,982 - £29,577 |
| **Hrs** | 36.25hpw   |
| **Location** | Service Training Centre, West Way, Euxton, Chorley, PR7 6DH |
| **Other terms and conditions** | National Joint Council for Local Government Services A flexi time scheme is in operation Ad Hoc Car User  |
| **Special Requirements**  | It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and category ‘C’ (LGV) driving licence.  |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do and our Service values ‘**STRIVE’** reflects the behaviours we expect from our staff.

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

The Service values are supported by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour.

**Putting our communities first** – we put the interest of the public, the community and service users first.

**Integrity** – we act with integrity including being open, honest and consistent in everything we do.

**Dignity and respect** - making decisions objectively based on evidence, without discrimination or bias.

**Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**Equality, diversity, and inclusion (EDI)** – We continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of FRSs.

You can read our full [Integrated Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/04/Integrated-Risk-Management-Plan.pdf)

**Job Role**

Contribute to the work of the Service Training Centre by providing to students, education, and coaching on various vehicle types by delivering vehicle and special appliance training programmes, including associated equipment where appropriate, and complete the appropriate records.

**Responsibilities**

* Support the delivery of training within the framework of policies and procedures determined by the Combined Fire Authority and Fire and Rescue Service Management Team.
* Design, plan, manage and deliver vehicle and special appliance training programmes, including associated equipment where appropriate, and complete the appropriate records.
* Promote safe, accident-free driving and special appliance operating standards and practices throughout the Service and a have a pro-active approach to risk management.
* Assist with the organisation and administration of the Driver Training Department, Driver Training Courses, and all associated functions.
* Carry out routine maintenance on Driver Training vehicles.
* To advise on all aspects of Service Procedures relevant to driving.
* Assess and coach LFRS Drivers in accordance with both approved driving standards and approved education & training standards.
* Demonstrate practical driving skills to students in applicable techniques.
* Maintain and update student driving records and other documentation (using information technology when necessary) ensuring that training information is accurately and appropriately recorded.
* Adhere to risk assessments of all training activities related to the role.
* Liaison with the Training Centre staff regarding courses and students on the following courses:
1. Initial driver assessments
2. Licence acquisition training
3. Emergency Response Driver Training LGV
4. Emergency Response Driver Training Car
5. Special Appliance familiarisation training
6. 4x4 Initial and refresher training

* Maintain own CPD portfolio related to training activities. Demonstrate a commitment to personal development and actively participate in the appraisal process. Maintain registration of qualifications as required by professional bodies. Undertake relevant re-qualification as required.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
* Work a day duty system, but with flexibility for evening and weekend work. A commitment to carry out instructional duties on weekends as directed by the Service Training Manager (average of 1 weekend per month). A commitment to carry out instructional duties on late shifts 16:00 to 00:00 as directed by the Service Training Manager (maximum of 12 late shifts per year).

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

|  |
| --- |
| **Document Control**  |
| Final JD/ES Departmental Approved by: | Group Manager TOR |
| Final JD/ES HR Approved by:  | HR Business Partner |
| Date  | 08/11/2021 |

**EMPLOYEE SPECIFICATION**

|  |
| --- |
| **Driver Trainer** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Driver and Vehicle Standards Agency Approved Driving Instructor (DVSA ADI) | X |  | A, V |
| Competent Emergency Response Driver  | X |  | A, T |
| Emergency Response Driver Training Instructor / Assessor (LGV) |  | X | A, V |
| Emergency Response Driver Training Instructor / Assessor (Cars) |  | X | A, V |
| 4x4 Off Road Instructor |  | X | A, V |
| **Experience**  |  |  |  |
| Have at least two years’ experience of response driving | X |  | A, V |
| Willingness to complete an initial programme of personal development appropriate to the role and individual needs (This may be completed on a modular basis) | X |  | A, I |
| Willingness to maintain competence through programmed course delivery and attending further development as required | X |  | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| Working Knowledge of Roadcraft | X |  | I, T |
| Working knowledge of Microsoft Office Programmes | X |  | A, I |
| Ability to present information effectively | X |  | A, P |
| Excellent Interpersonal Skills | X |  | I, P |
| The ability to apply knowledge of health and safety as applicable to the job role.  | X |  | A |
| A commitment to inclusion, equality, and diversity.  | X |  | A |
| **Special Requirements of the Post**  |  |  |  |
| The post requires an individual to hold a current category ‘B’ (car) full driving licence.  | X |  | A, V |
| The post requires an individual to hold a current category ‘C’ (LGV) driving licence entitlement which must have been held for a minimum of three years. | X |  | A, V |
| Current category ‘D1’ (minibus) driving licence entitlement which must have been held for a minimum of three years. |  | X | A, V |
| Flexibility of working hours in the evening and at weekends where required | X |  | A, I |

**KEY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |



**Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title**  | Driver Trainer |
| **Responsible To**  | Driver Training Manager |
| **Grade** | Scale 6, SCP 18-25, £24,982 - £29,577 |
| **Hrs** | 36.25hpw  |
| **Location** | Service Training Centre, West Way, Euxton, Chorley, PR7 6DH  |
| **Car Parking**  | Free Car Parking Facilities are available at LFRS Service Training Centre |
| **Pension** | Local Government Pension Scheme |
| **Annual Leave****Entitlement**Pro-rata for part-time employees | Green Book The annual leave year for business support staff runs from 01 April to 31 March.The scale of annual leave is as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| Spinal Column Point | 0 – 5 years | 5 – 9 years | 10 years + |
|  |  |  |  |
| Up to 11 | 22 | 27 | 27 |
| 12-21 | 25 | 27 | 28 |
| 23-34 | 27 | 27 | 30 |
| 35 and above | 28 | 28 | 31 |

Plus bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at LFRS Service HQ are also required to take some additional annual leave to facilitate the Christmas closure.  |
| **Other Terms and Conditions**  | National Joint Council for Local Government Services.LFRS operates a flexi-time scheme.Adhoc Car User  |
| **Car****Categorisation** | Ad hoc Current category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “LFRS Ad Hoc Car User Scheme” The vehicle provided must be fit for purpose and meet the following requirements:* Valid MOT test certificate.
* Maintained in accordance with the manufacturers recommendations, kept in good condition and be fully road legal at all times
* Insured for you to drive on official business journeys
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.
 |
| **Clearances** | Satisfactory referencesOccupational Health Assessment  |
| It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions. To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed. |