



Job Description

Title – Driver Trainer

Version - 2 Date - 5th March 2019

Post Number:	RT131
Grade /Scale:	SO1
Weekly Hours:	37 hours
Department:	EMCHRS L&D
Status:	Permanent
Responsible To:	Driver Training team leader
Responsible for:	Not directly responsible for staff I
Location Work base:	Leicester FHQ
Job Role /Purpose:	To train and develop police officers, staff and others as directed, in the theory and practice of Basic, Standard and Advanced Driving, to the directed standards and requirements. This will be in accordance with authorised professional practice along with Force and ACPO policies and guidelines, with reference to the Highway Code and the “Road craft” Driving manual. To assess and test students.
Contacts:	Employees of the Police Service, members of partner agencies and other individuals from outside the organisation
Equality and Diversity	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

1. To hold a current full driving licence for categories B, B+E,C1, C1+E ,D1 & C1, C1+ E.
2. To hold a police driving instructors qualification (car), or equivalent emergency services driving instructor qualification, to at least standard level.

Work Experience:

3. To have experience in practical training, with special emphasis being placed on skills development and be able to demonstrate the ability to plan, develop, deliver, monitor, and evaluate training programmes
4. Demonstrate previous experience of monitoring student performance.
5. Must possess an in-depth understanding of issues affecting roads policing.

Personal / Interpersonal Skills, Aptitudes:

6. Have excellent communication skills, with the ability to engage individuals in a positive and reassuring manner.
7. Have a proven track record of motivating themselves and others, effective time management.

Special Skills:

8. Be competent in the use of Microsoft packages, e.g. Word, Excel, and PowerPoint and have report writing skills.
9. Be competent in giving feedback to individuals in a developmental context.
10. Be able to undertake travel within the UK to meet the demands of the role.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/ Education (including qualifications):

- 1 Have held a VIP/Defensive driver qualification.
- 2 Hold a current Group D driving licence.
- 3 To be a current qualified assessor or examiner.
- 4 To hold a current ADI certificate.

Work Experience:

- 5 Have practical experience of working on fast roads and scene management.

Personal / Interpersonal Skills, Aptitudes:

N/A

Special Skills:

N/A

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities

Operational:

1. To use a variety of theoretical and practical teaching methods (including demonstration drives), in order to enable people to improve their driving ability by use of a systematic approach.
2. To teach people to drive a variety of vehicles to Leicestershire Police Basic, Standard and Advanced levels utilising 'Roadcraft' the Highway Code, Local procedures, Force and ACPO policies and current legislation.
3. To provide developmental feedback to enhance their learning.
4. To ensure, by use of appropriate teaching methods, that people have a sound knowledge of relevant legislation and Force and ACPO policies/ guidelines concerning vehicle use in all circumstances, including general, response and pursuit driving situations.
5. To ensure that people are competent in conducting "Daily Checks".
6. To ensure, by use of appropriate teaching methods that people have a sound knowledge of 'Roadcraft' and the 'Highway Code'.
7. To deliver classroom input, and practically assess students with regards to policing fast roads and scene management in line with current CoP advice.
8. To deliver theory and practical aspects of VIP/Defensive driving through classroom, off road and on road scenarios, including practical demonstrations of tactics and vehicle manoeuvres.
9. To set, invigilate and mark written and computer based examinations of various types.
10. To undertake practical driving assessments/ tests as directed by the Driving School Team Leader.
11. To make decisions regarding an individual's ability to hold Basic, Standard or Advanced driving authority for specific vehicle types, and to provide written/ oral evidence to substantiate such decisions.
12. Practically assess students with regard to Fast Roads scene management.
13. Practically assess potential VIP/Defensive drivers via continual assessment and final scenario tests.
14. To monitor the condition/ cleanliness of vehicles and equipment used by the Driving

School and report upon, or take action to ensure rectification of any defective equipment, that vehicles are clean, vehicles are roadworthy and appropriate for the chosen task.

15. To undertake eyesight screening on the appropriate equipment.

Management/Leadership:

1. Practically Demonstrate a level of Leadership, example and responsibility proportionate to the role

Technical:

1. Demonstrate competence in the use of force and collaborative force computer systems
2. Practically demonstrate an understanding of vehicle technology to students

Communication:

1. To ensure that any welfare issues or other matters which may affect a student, course or assessment are addressed, if necessary by consulting the Driving School supervisor.

Administration:

1. To assist with the general administration of the Driving School including, the reception of students and visitors. To assist in clerical matters as directed.

General:

1. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
2. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
3. This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.
4. Be flexible in terms of working location and be prepared to work temporarily at other locations within the East Midlands region, undertaking a similar role.

Other:

N/A

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Social responsibility

Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Please select one - Recruitment Vetting (RV) ☒ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) ☐ or Security Check (SC) ☒
- 3) Please select one - Developed Vetting (DV) ☐ or N/A ☒

Date line manager checked vetting level needed :

Car User: Yes ☐ / No ☒ - Essential /Casual Allowance {per mile / day etc}: N/A

Budgetary Management: Yes ☐ / No ☒ Budget Value approximate value £ N/A

Additional Information: N/A

Reasonable adjustments

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration
Level

Administration
Level

Administration
Level

Clerk Level

Clerk Level

Clerk Level