



## **DRIVER TRAINER**

### **BACKGROUND INFORMATION**

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget in excess of £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. These DBS checks will be renewed throughout employment.

These posts are in the Driver Training Team, within the Service Delivery Support Directorate (Learning & Development), and report to the Station Manager (Operational Training & Driver Training Unit).

These roles are based at Nova Way Technical Services Centre, Avonmouth, Bristol.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.



## Job Description, Core Values and Person Specification

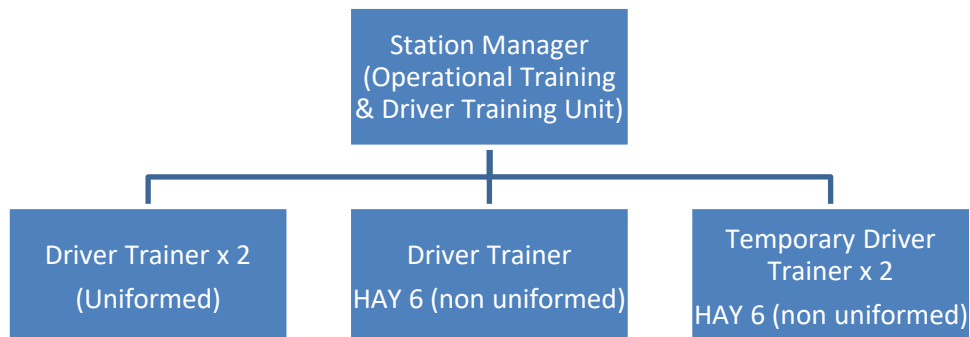
<b>Job Title</b>	<b>Driver Trainer</b>
<b>Post Number</b>	<b>1324</b>
<b>Grade</b>	<b>HAY 6</b>
<b>Duration of Post</b>	Open ended 'permanent'
<b>Hours</b>	37 Per Week
<b>Directorate</b>	Service Delivery Support (Learning & Development)
<b>Unit or Team</b>	Driver Training
<b>Reports to (give job title)</b>	Station Manager (Operational Training & Driver Training Unit)
<b>Line management or supervisory responsibilities</b>	No
<b>Responsibility for managing a budget</b>	No
<b>Date job was evaluated</b>	Checked 10 September 2023

### Purpose of Job:

To take an active part in the development, planning and delivery of the many aspects of driver training to the prescribed standards, including Emergency Response Driving for B Class, C Class and some specialist AF&RS vehicles.

To seek ways of improving the quality and effectiveness of driving training for AF&RS employees and others attending courses at Nova Way to raise standards and reduce accidents.

### Structure Chart:



Responsibilities and Duties:	
1.	Prepare and deliver practical and theoretical driver training to the required standard for all vehicle drivers, for both AF&RS and external delegates, to: <ul style="list-style-type: none"> <li>• achieve LGV driving standards, as determined by the Driving Standards Agency;</li> <li>• achieve Emergency Response Driving (ERD) standards, enabling delegates to be capable of handling Service vehicles safely whilst attending emergency calls, as required by the Home Office;</li> <li>• acquire appropriate skills for the driving of specialist vehicles e.g. Hydraulic Platform, RSV, Land Rover (with towing capability), CIU and Control Unit, Forklift Truck, etc.</li> <li>• achieve the car driving standards as required by the Driving Standards Agency.</li> </ul>
2.	Be responsible for all safety checks and risk assessments prior to the commencement of a training session and ensure the safety of delegates during and after training sessions by adopting safe working practices.
3.	Ensure that delegates are effectively supervised and monitored, particularly whilst in risk areas, and that their performance is evaluated against pre-determined criteria.
4.	Maintain up-to-date knowledge on relevant legislation, research best practice, including liaising with external agencies and other emergency services, to update, develop and improve the effectiveness of driver training. Contribute to the development of multimedia and other training aids where appropriate.
5.	Identify and assess 'driving accident trends' (in liaison with the Health and Safety Unit) to determine training needs. Adapt training to address these in order to reduce vehicle accidents within AF&RS.
6.	Assess and evaluate the effectiveness of all driver training provided, including obtaining feedback from course participants. Adjust or change, where necessary to enable a continuous improvement in the quality of training provided.
7.	Maintain training records as required, both computerised and manual, to ensure they are accurate at all times, and/or provide relevant information to administrative support staff as allocated. Contribute to the development and improvement of training records and systems to meet client requirements.
8.	Record, monitor and evaluate information and statistics relating to the work of this post, and prepare or contribute to reports as required.
9.	Coordinate and oversee the work of Assistant Driving Instructors, as allocated, to maximise the effectiveness and quality of driving training within AF&RS.
10.	Maintain competencies through participation in and receipt of continuation training and development, both practical and theoretical, as necessary to meet the needs of clients.
11.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	AF&RS requires all staff and leaders to promote equality and diversity by: <ul style="list-style-type: none"> <li>• ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination;</li> <li>• treating members of the public and other AF&amp;RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.</li> </ul>
2.	This role is based at Nova Way Technical Services Centre, Avonmouth, Bristol. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.

3.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
4.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. These DBS checks will be renewed throughout employment.
11.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

### Avon Fire & Rescue Service Core Values

AF&RS expects all employees to accept and work to our Core Values during the course of their employment. These Values require us all to be:

- Respectful
- Honest
- Courageous
- Ambitious
- Inclusive
- Transparent

In addition to our Core Values, all employees should accept and work to the National Fire Chiefs Council (NFCC) Core Code of Ethics:

- **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** - we treat people with 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;

	<ul style="list-style-type: none"> <li>• <b>Equality, diversity and inclusion (EDI)</b> – 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.</li> </ul>
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<b>Signed confirmation that this Job Description accurately reflects the requirements of the job:</b>			
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<b>Job Holder's Manager</b>		<b>Date</b>	
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<b>Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of Avon Fire &amp; Rescue Core Values:</b>			
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<b>Job Holder</b>		<b>Date</b>	
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See following page for Person Specification .....

<b>Person Specification</b>				
<b>Job Title</b>	<b>Driver Trainer</b>			
<b>Post Number</b>	<b>1320</b>			
<b>Grade</b>	<b>HAY 6</b>			
<b>Qualifications, knowledge, experience, skills and personal attributes required for the job:</b>				
	<b>E=Essential D=Desirable</b>	<b>Measured by: A = Application T = Test I = Interview</b>		
		<b>A</b>	<b>T</b>	<b>I</b>
<b>Qualifications/Knowledge</b>				
Qualified LGV Instructor with a current clean LGV (category C) driving licence plus substantial LGV driving experience.	E	X		X
Qualified Approved Driving Instructor (DSA ADI) or will qualify within a reasonable time scale determined by AF&RS.	E	X		X
Qualified and experienced as an ERD Instructor or will qualify within a reasonable time scale determined by AF&RS.	E	X		X
Qualified in First Aid to a recognised standard, or able to attain this standard through an internal First Aid course.	E	X		X
Qualified DSA category C and D Examiner.	D	X		X
Knowledge of Fire Appliances and other specialist vehicles used by the emergency services.	D	X		X
<b>Experience</b>				
Experience of delivering training, particularly driver training.	E	X		X
Emergency response driving experience.	D	X		X
<b>Skills</b>				
Able to communicate clearly and effectively at all levels, both orally and in writing, including leading training sessions and giving presentations.	E	X		X
Able to inspire and motivate others, particularly students in the classroom and whilst driving.	E	X		X
Able to impart information and instructions clearly and concisely in both group and one-to-one settings.	E	X		X
Computer literate (Microsoft Office)	E	X		X
<b>Personal Attributes – these are generic and apply to most posts</b>				
Willingness to accept and work to our Core Values during the course of employment.	E	X		X
Adaptable with a flexible approach to work. Willing to work flexibly to meet clients' needs and commitments.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X

Committed to undertake relevant training and continuous professional development opportunities.	E	X		X
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