

Job Title: Driver Risk Evaluator	
Job Evaluation Number	

## JOB DESCRIPTION

<b>Job Title:</b> Driver Risk Evaluator	<b>Location:</b> Bicester
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Driver Risk Manager	<b>Band level:</b> 3G
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** receive and manage all data received by TVP in relation to telematics monitoring of its drivers. Identify interventions required for telematics breaches, drivers of concern and the requirements for psychometric assessment for drivers of high risk. Manage / process risk assessments, manage and create action plans for drivers deemed high risk whilst supporting supervisors across the force. Implement and monitor data capture for high risk drivers, undertake final psychometric assessments and make recommendations for case closure or elevation of risk to Driver Risk Manager.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Tactical management of the DriverMetrics® Police Driver Risk Index process and associated systems in order to provide end to end management of driver risk assessment and subsequent control measures for police drivers who pose the highest organisational risk.

2. Tactical use of vehicle telematics systems to proactively monitor and assess police driver behaviour in terms of compliance with legislation, Force policies, Driver Risk interventions, individual action plans and control measures.

3. Prepare all police driver antecedent driving histories in support of the DriverMetrics® Risk Management Assessment process and equip trained assessors with all necessary and relevant information in order to coach, challenge accounts and make informed judgements / appropriate recommendations.

4. Review post assessment reports and assessor recommendations made to accurately assess and grade the level of risk posed by individual drivers. Devise and agree appropriately tailored action plans intended to support individuals to achieve behavioural change and/or address skills based driver issues. Communicate and agree action plans with individuals and line managers.

5. Post assessment, in consultation with the Driver Risk Manager, review, instigate or amend the requirement for driver risk control measures put in place to mitigate the likely threat, harm or risk as a result of an individual's occupational driving.

6. Engage and build relationships with identified police drivers' line managers and where appropriate – Head of Department to ensure that appropriate line management responsibility is achieved and commensurate levels of supervisory buy-in to the process of managing the risks presented by that driver exist within that team through the use of PDR / CPD and intrusive yet supportive supervision.

7. Engage and build relationships with HQ Professional Standards and Force Occupational Health Unit where it proves necessary to engage with and share information with these departments as a result of disclosures made by a driver as part of the DriverMetrics® Police Driver Risk Index process.

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8. Set timelines for behavioural change and milestones for monitoring improvement. Establish systems for monitoring compliance with action plans and other interventions imposed. Provide regular feedback and appropriate coaching to individuals and line management on compliance and areas for further development.
9. Determine whether the desired behavioural change has been realised through assessment of all available data and information sources against the initial action plan put in place. Conduct all final Driver Risk Management Assessments to confirm appropriate behavioural change. Where no change is apparent or an individual has refused to engage in the process, defer to the Driver Risk Manager.
10. Provide quarterly performance information to the Driver Risk Manager on the effectiveness and efficiency of all relevant risk management interventions undertaken.
11. Deputise for the Driver Risk Manager where necessary.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

<b>Further Comments:</b>
Police Vehicle Incidents are one of the highest areas of organisational risk that TVP faces in terms of potential financial and reputational harm. The management of these incidents and drivers of risk are critical to TVP.
The Driver Risk unit is the central point within TVP for the receipt and evaluation of a high number of incidents in relation to police driving standards. The role requires the effective evaluation of risk in order to implement effective but proportionate safeguards which mitigate risk, protect the public and colleagues, promote public confidence and preserve the organisational reputation of the Force.
An in depth knowledge of Road Traffic legislation and of all driving policies, procedures, College of Policing APPs, Health and Safety, Artemis Telematics and the DriverMetrics® Police Driver Risk Index process is a key area of responsibility which the Driver Risk Evaluator must have a high level of confidence.
The ability to accurately evaluate and disseminate information relating to driving issues is a core responsibility of the Driver Risk Evaluator and to work with minimum guidance and supervision.
The Driver Risk Evaluator will provide end-to-end management of the Driver Risk Management Assessment process and subsequent control measures for drivers who pose the highest organisational risk.

d. **CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Recent experience / knowledge of operational policing, investigations and risk management experience.	E
2. Willingness to develop or an in-depth knowledge or understanding of Force Policy and Procedure pertaining to occupational driving and in particular - The Management of Police Vehicle Incidents Policy, Driver Policy, CoP APP's relating to Police Driving and Pursuits	E

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along with an in-depth knowledge of relevant road traffic legislation, vehicle telematics systems and DriverMetrics® Police Driver Risk Index.	
3. Trained and / or experienced in coaching individuals to address difficult, emotional and personal areas and achieve behavioural change.	E
4. Proven ability to work on own initiative with recent experience with the provision of accurate data, undertaking problem solving, planning, prioritising and organising workloads with the ability to influence at a senior level to ensure relevant processes are maintained and agreed protocols followed.	E
5. Competent user of Microsoft office applications and IT literate with the ability to interrogate various systems to support formation of driver risk reduction strategies. Ability to generate and maintain accurate manual and automated records / spreadsheets.	E
6. Proven standard of report writing and use of English at a high level in order to relate to and communicate orally and in writing with people at all levels of the organisation and externally in a confident and professional manner utilising negotiation and influencing skills.	E
7. Ability to build relationships, work with and challenge (as appropriate) both internal and external departments and partners in order to influence, negotiate, guide and advise on tactical issues affecting the Force's corporate road risk.	E
8. Must have the capability to travel to different locations across the Force and undertake assignments in a timely manner. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK licence is considered essential. Travel across TVP will be required within this role	E
9. Current or recent police response and pursuit driving experience	D
10. Working knowledge of Tranman, Figtree and associated IT applications.	D