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| Job Title: Driver Trainer (Basic, Standard & Advanced Competencies) | |
| Job Evaluation Number | B507 |

JOB DESCRIPTION

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| Job Title: Driver Trainer (Basic, Standard and Advanced Competencies) | Location: Force wide (Location will be given in advert) |
| Job Family: Business Support | Role Profile Title: BB3 Police Staff |
| Reports To: Team Leader (Driver Training) | Band level: Entry 3G, progression to 3H once fully qualified to deliver Standard Response and achievement of L&D qualifications. |
| Staff Responsibilities (direct line management of): Nil | |

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

The overall purpose of the role is to: effectively facilitate students' learning in accordance with the Learning & Professional Development (L&PD) standards specified in L&PD processes and procedures (as used for quality assurance) and in the relevant Authorised Professional Practice and National Occupational Standards for the role.

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: | % time |
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| <p>1. Deliver Driver Training at Basic, Standard or Advanced competencies (dependant on level of authorisation); facilitating consistent and effective learning that meets defined objectives and ensures valid and reliable assessment standards in line with Authorised Professional Practice and National Occupational Standards. Includes:</p> <ul style="list-style-type: none"> Continuous assessment, accreditation, instruction and coaching individuals according to their needs (including specialist roles), in all situations i.e. rural, town and motorway riding Demonstrate a faultless drive at all levels to students attending courses Prepare student progress reports, compile end of course reports making recommendations and decisions in a timely and consistent manner Effective management of available resources including safety and risk assessments Prepare and deliver lectures and presentations to individuals and groups within and outside the organisation, when required, on subjects related to driving Providing timely, concise, relevant and appropriate advice and feedback (written and verbal) relevant to your allocated area of delivery Developing and delivering structured action plans (end to end activity) to aid development and encouraging self-reflection in students Ensuring appropriate pre course planning (inc. Route planning) and clear up as required, taking account of relevant Police Operational requirements as required Demonstrating resilience and sensitivity in dealing with difficult conversations, such as pass/fail decisions and welfare matters Motivating, encouraging and developing people to achieve their full potential whilst promoting equality, valuing diversity and challenging inappropriate behaviour. Sole responsibility for the supervision of course participants and others, ensuring compliance with relevant and up to date Risk Assessments, Health & Safety requirements and meeting welfare needs. | 80% |
| <p>2. Contribute to the liaison with internal and external parties to ensure best practice through:</p> <ul style="list-style-type: none"> Provision of specialist advice, guidance and assistance relevant to Driver Training | 5% |

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| <ul style="list-style-type: none"> Developing effective networks to ensure changes in legislation and standards are recognised and incorporated as required Representing TVP Driver Training at selected events and meetings ensuring viewpoint expressed accords with L&D / Driver Training strategy & values. | |
| 3. Maintaining own CPD (including e-learning and Trainer Monitoring), ensuring awareness of changes in procedures, policy / tactics and training methods, and maintenance of driving skills. | 5% |
| 4. Working in collaboration with other L&D staff to design and develop new products related to driver training, or review/update existing ones to meet Force identified aims and objectives in line with National Standards and APP. | 5% |
| 5. Review evaluation reports to identify opportunities for improvement and take action to address issues as they arise; and provide timely and accurate documentation and data to the Administration Support Team. | 5% |

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

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| Further Comments: |
| When fully competent, core activities such as delivery, planned design, assessment and evaluation should account for around 180 days for one full time equivalent (FTE) employee but may be more. |
| Delivery will be at a range of specified locations including base locations, of which some may be out of the Force area. Travel to and from the specified delivery location may be required. |
| Whilst most learning will take place in vehicles with sizes up to maximum of 3 students. On occasion they will be asked to facilitate learning for individuals and to larger groups (up to 20). Students may also be external to the Force (e.g. Income Generation Courses) which will require an appropriate ADI qualification in line with current legislation. |
| Managing students on courses: solely responsible for students during the course and making decision around their training, H&S, welfare, behaviour. This will include dealing with inappropriate behaviour, and making and communicating pass/fail decisions. This makes demands on both decision making capability and interpersonal skills. Trainers also need to be able to identify individual student needs and modify training sessions accordingly. |
| No budgetary management but will commission the appropriate and efficient use of equipment and resources. |

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.

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| The knowledge or skills required in the role are as follows: | E/D |
| 1. Have been trained up to and attained the standard of either: <ul style="list-style-type: none"> a. Standard Response Driver in a Police Service or an equivalent standard in a related Emergency Service - and has recent experience of using those skills. OR b. Qualified and registered DVSA Approved Driving Instructor - and has used that qualification in recent training functions. | E |

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| 2. Achieved a QCF Level 3 Certificate in L&D (or equivalent) and a QCF Level 3 Award in Assessing vocationally related achievement (or equivalent). For entry level, a commitment to work towards both of these qualifications is essential. | E |
| 3. Possession of full driving licence, and attainment of all medical and eyesight requirements | E |
| 4. Relevant and proven occupational knowledge of relevant National Guidance or Authorised Professional Practice on Driver Standards (e.g. The Roads Policing & Police Driving Learning Programme – RPPDLP), and an appreciation of the management of risk in relation to Police Drivers. | E |
| 5. Strong desire and proven experience of developing other people through facilitating consistent and effective learning, and/or coaching that meets defined objectives and ensures valid and reliable assessment. | E |
| 6. Effective and persuasive communication and interpersonal skills, and commitment to meeting organisational needs, risk assessment and quality assurance. | E |
| 7. Competent user of Microsoft office applications, IT literate with proven standard of report writing skills and use of English in order to relate to and communicate orally and in writing with people at all levels in the organisation and externally. | E |
| 8. Proven commitment to the standards of Equality and Diversity expected from members of Thames Valley Police. | E |
| 9. Must have capability and willingness to travel to different locations across the Force and undertake all assignments in a timely manner; being available to work flexibly including some evenings, where required. | E |
| Additional comments: 1. At recruitment stage, applicants will need to; <ul style="list-style-type: none"> a. Demonstrate/provide evidence of the required driving ability appropriate to the level at which the they will train, as specified in The Roads Policing & Police Driving Learning Programme (RPPDLP) b. Complete a knowledge assessment based on Roadcraft and the Highway code c. Achieve appropriate occupational standards for health and fitness 2. Once appointed, staff will be expected to follow the TVP Driver Trainer Development Process and achieve the competency of a qualified Driver Trainer able to deliver the Standard Response course within 12 months of employment. Training to achieve this competency will be provided. 3. To enable deployment and/or income generation work, funding is provided to attain the DVSA Approved Driving Instructor qualification where required. This is a desirable qualification and no additional remuneration via basic salary will be given on achievement. 4. Opportunities for Skills Extension (e.g. achievement of Advanced or Specialist competencies) will be based on business need. The process for achieving these will be as set out in the TVP Driver Development process and in line with the College of Policing National Guidance on Driver Standards. | |