

Hertfordshire County Council

Job Description



JOB TITLE:	Driver Training Officer - Training
GRADE:	H9
HOURS:	37
CONTRACT:	Permanent
REPORTS TO:	Road Safety Training Team Leader
DEPARTMENT:	Environment & Infrastructure
LOCATION:	County Hall

PURPOSE OF THE JOB

The objective of the post-holder is to play a key role in the management and running of the National Driver Offender Retraining Scheme programme in Hertfordshire including the selection and recruitment of trainers contracted to Herts County Council. The post-holder will be responsible for preparing work schedules of contractors, monitoring their performance and providing training both in-class and in-car where necessary. The post-holder will support "Work Related Road Safety" initiatives by preparing written advice and materials and giving presentations to businesses and HCC. The post will be office based in an open-plan environment and entail a fair amount of remote working and external appointments. The post holder will be subject to flexible working hours which will include early mornings and weekends.

MAIN AREAS OF RESPONSIBILITY

To work within a small team to promote and teach safer driving practices to all drivers. The post-holder will work with vulnerable road users, driving offenders, and those who drive for business or work purposes. The post will involve working in partnership with other agencies, the driver training industry, all departments, businesses, the voluntary sector and members of the public. The post-holder will work under minimum supervision and will demonstrate a high standard of driver training and assessment, with proven experience. Support and training is available to a suitable candidate. A high level of customer care is essential.

The post-holder will undertake duties within the responsibilities detailed below.

1. Conduct recruitment, training, monitoring and evaluation of contractors who deliver National Driver Offender Retraining Scheme (NDORS) courses for the County Council.
2. Support the NDORS programme in Hertfordshire by fulfilling the role as both a monitor and trainer. In addition to teaching in-class and giving instruction in-car, the post-holder will be responsible for the training and monitoring of Driver & Vehicle Standard Agency (DVSA) Instructors in the delivery of the course to national standards. The post-holder will have an integral role in the development of report writing, record keeping and the evaluation process for the scheme. If not already held, it is expected that the post holder will work towards a NDORS Instructor qualification.
3. The post holder will prepare the work schedules of our contractors.
4. Support the County Council's legal obligations in managing Work Related Road Safety (WRRS) policies. The post-holder will edit the county's Driver Handbook and develop a suite of initiatives aimed at reducing our occupational road risk.
5. Support other areas of the driver training team's work by giving practical instruction to groups, in-class and through larger presentations, e.g. running Winter Driving Courses and Driver Safety Events, for which evening and weekend work is required.
6. To assist the training Team in the production on new areas of work and improvement of existing programmes.

QUALIFICATIONS AND/OR EXPERIENCE

The post-holder will be a DVSA Approved Driving Instructor (ADI) and have a minimum 3 years' experience. Ideally they will hold a NDORS Trainer and / or Coach qualification and have experience in NDORS course delivery. A Nationally recognised qualification in delivering training or an accreditation in delivering behavioural change programmes to adults would be an advantage as would a RoSPA Diploma in Advanced Driving Instruction or similar or an A1 Assessor qualification.

EQUAL OPPORTUNITIES

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on our website www.hertfordshire.gov.uk.

CRIMINAL BACKGROUND CHECK

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The County Council expects employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a DBS check or Basic Disclosure. You must ensure that the appropriate form is completed and returned as requested by the Recruitment Team, as this will form a contractual requirement.

If you require a criminal record check, you must allow the council to retain a copy of the disclosure certificate within your personal file.

If you fail to disclose any caution, reprimand or conviction which is later identified on your DBS check you may be subject to disciplinary action and the County Council has the right to suspend or dismiss you. The council will review your DBS record periodically to identify any changes in circumstances that may be detrimental to your employment.

If you are invited to an interview you will receive more information.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

PERSON SPECIFICATION

- An ability to communicate clearly and concisely with a wide range of stakeholders including managers, Members, clients, partners and support officers.
- A commitment to HCCs values and behaviours.
- A high degree of self-motivation and organisation.
- Good ICT skills, especially in the use of databases and spreadsheets.
- Ability to write and present technical reports.

❖ **The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**