

PERSON SPECIFICATION –



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|-------------------|----------------------|
| Job Title | Driver Trainer |
| Department | Operational Training |
| Job Family | Specialist |

| Category | No. | Requirements | Essential (E) or Desirable (D) | Evidence: A, I, P, O (see key) |
|---------------------------------------|------------|--|---|---|
| Education & Qualifications | 1. | 4 GCSE passes - Grade A* - C / 9 - 4, including English and Mathematics or equivalent Level 2 qualification (including L2 functional skills), or higher-level relevant qualification | E | A |
| | 2. | Category C Large Goods Vehicle Licence, held for a minimum of 3 years | E | A |
| | 3. | Registered DVSA Approved Driving Instructor, Grade 4 or above or Grade A or B if DVSA Standards Check completed post April 2014 | D | A |
| | 4. | Level 3 award in learning & development or willing to work towards qualification | D | A, I |
| | 5. | Level 3 assessor award or willing to work towards qualification | D | A, I |
| | 6. | Experience of delivering and designing training packages | E | A, I, P |
| Knowledge & Experience | 7. | Experience of driving emergency vehicles on blue lights | D | A, I |
| | 8. | Ability to work using their own initiative with good organisational and time management skills and as part of a team | E | A |
| Skills & Abilities | 9. | Ability to prioritise workload, plan and re-schedule as necessary to meet changing requirements with a flexible approach to work schedules | E | A |
| | 10. | Excellent communication skills to include written skills to produce user guidelines and a positive attitude to internal / external customer care | E | A |
| | 11. | Keeps accurate records | E | A |
| | 12. | Proficient knowledge and use of Microsoft Office including Outlook, Powerpoint, Word & Excel | E | A |
| | 13. | Collaborative approach and can build and maintain constructive | D | A |

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|--------------------------------|-----|--|------------------|------|
| | | relationships to facilitate sharing of good practice | | |
| Additional Requirements | 14. | Full valid driving licence and be able to fulfil the significant travel requirements of the role. Use of own vehicle will be required when service vehicle not available | * ₁ E | A, I |
| | 15. | Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others | E | I |
| | 16. | A willingness to undertake Health & Safety training and comply with statutory responsibilities under Health & Safety legislation. | E | I |
| | 17. | Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills | E | I |
| | 18. | A willingness to travel and work throughout both Counties and outside the Service area as and when required | E | I |
| | 19. | Willingness to work evenings and weekends as part of a roster to ensure training is delivered to all staff | E | I |

*₁ A Service vehicle may be available, please note Service vehicles are manual transmission only.

Key to Assessment

A) Application

I) Interview

P) Presentation

O) Selection Tests (Psychometric Testing / Job Related)