

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	Training and Development.
<b>Post</b>	Driver Training Instructor
<b>Post No</b>	504084
<b>Grade</b>	10
<b>Location</b>	Cardiff Gate Training and Development Centre
<b>Responsible to</b>	Technical Training Manager
<b>Responsible for</b>	N/A
<b>Responsibility for Physical Resources</b>	N/A
<b>Responsibility for Financial Resources</b>	N/A

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

Responsible for the Driver Training and Development of South Wales Fire and Rescue Service personnel (operational and support staff) and additional agencies as directed. To include the organising, co-ordinating and undertaking of training in relation to a number of vehicle categories as directed by the organisation.

All duties and responsibilities to be conducted and monitored in accordance with current drivers legislation and South Wales Fire and Rescue Service Health and Safety guidance, ensuring competent and safe operation at all times.

**DUTIES AND RESPONSIBILITIES**

**A. All vehicle types (all grades)**

1. To organise, coordinate and undertake conversion training for all Service employees as required.
2. To organise, coordinate and undertake light vehicle acceptances for all employees as required. Ensuring all documentation is raised and recorded accurately.
3. To organise, coordinate and undertake training of employees as required in off road driving techniques.
4. To organise, coordinate and undertake the training and development of service drivers in PCV driving skills.
5. To organise, coordinate and undertake the training and development of service drivers in trailer towing skills.

6. To organise, coordinate and undertake specialist driver training, ensuring competency for all employees undertaking training.
7. To deal with driving related queries and liaise with the services Road Risk Group (RRG) as appropriate.
8. To ensure all driver training records and documentation is raised and recorded accurately e.g. driving licenses.
9. To assist with driving related research and/or investigation and general monitoring of driving standards within the service.
10. To organise and coordinate communication with vehicle manufacturers and providers to develop knowledge and skills necessary to design and deliver driver/operator courses.
11. To liaise with the Training Support department to organise and coordinate the design, development and updating of driver training and specialist vehicle operator packages as required.
12. To liaise with the Fleet manager in relation to the training of service employees on all new issues of appliances, leading on the compilation of instructional handouts for new vehicles.
13. To liaise with Operations and Central Staffing departments, ensuring appropriate personnel are trained in vehicle driving/operation and that courses are appropriately populated.
14. To provide support to all South Wales Fire and Rescue personnel by undertaking instructional visits when required (to include evenings and weekends) intended to maintain sector competence of drivers at all levels.
15. To liaise with the Transport and Engineering department to ensure Training Centre vehicles are maintained to the services standard.

## **B. Specialist Vehicles (dependant on grade)**

1. To organise, coordinate and undertake driver/operator training on all specialist vehicles to include:
  - The Incident Response Unit, High Volume Pump and Urban Search & Rescue Vehicle Demountable Units.
  - Forklift Trucks (Moffett Mouny and Counterbalance).
  - Vehicle Mounted Cranes/Lorry Loaders.

Ensuring the conduct and compilation of all driver training and specialist vehicle operator records are maintained to a high standard for audit as required by South Wales Fire and Rescue Service, RTITB or other Health and Safety Executive (H&SE) nationally recognised body.

2. To liaise with outside agencies for the provision of suitable training venues for specialist training activities.

### **C. Large Goods Vehicle (LGV) and Light Vehicle (LV) Emergency Response Driver Training (ERDT) (dependant on grade):**

1. To liaise with the Central Staffing department to coordinate and conduct training of Fire Service employees on all LV ERDT, LGV ERDT vehicles, PCV's, off road, trailer towing and all light vehicles.
2. To organise, coordinate and undertake initial and requalification training in LGV ERDT and LV ERDT driving skills. Ensuring that High Speed Driver Training (HSDT) records are collated and stored appropriately.
3. To represent the Service at Regional and National driver training seminars and workshops on ERDT Specialist vehicle and other driving issues.

### **D. Driver and Vehicle Standards Agency (D&VSA) delegated driving examiner (dependant on grade):**

1. To organise, coordinate and conduct practical driving and theory tests on category B+E, C and D1 vehicles as authorised by the Driving & Vehicle Standards Agency.
2. To liaise with Service Examiners, the D&VSA & external providers for the booking of LGV Driving and Theory tests, ensuring that all testing equipment and records are kept secure and available for auditing.
3. To organise and ensure test records and administration are maintained to the standard required by the D&VSA.
4. To advise the Service on issues related to driving license acquisition, through the D&VSA and Liaise with Training Staff Officers to determine driving requirements and dispositions.
5. To represent the Service at Regional and National driver training seminars and workshops on D&VSA and other driving issues.
6. To liaise with Training Centre Managers, external partner Babcock and other Service Examiners for the arrangement of B+E, C and D1 driving tests.
7. To organise and arrange for all D&VSA Theory test upgrades to be installed by liaising with the I.T. department and external providers.

### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

**This role involves frequent travel between sites across Wales. The successful candidate must be able to travel independently.**

**There will be some evening and weekend working and a flexible working scheme is in operation.**

