



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Driver Assessor/Trainer

Grade: 35,745 to 38,223

Reports to: Fleet Manager

Responsible for:

Directorate and Service area: Place and Economy (Assets and Environment)

Purpose of the job

- To assist managers in delivering a consistent approach to driver training and the management of drivers across our teams
- To develop and maintain a suitable training and assessment programme for drivers and staff in various department
- To ensure compliance standards of drivers and operational staff are met in line with internal and external requirements
- Provide classroom and practical training to drivers and operational staff

Principal Responsibilities

1. Liaise with managers to develop a comprehensive training and driver assessor programme for council vehicle drivers & operations
2. Maintain and develop a refresher training and assessment programme
3. Deliver and present training and carry out driver assessments for all drivers across departments
4. Deliver and present training programmes for council departments

5. Produce reports and feedback following driver assessments and training sessions. To provide feedback and recommendations to improve driving standards and to improve training programmes for operational staff.
6. Create and maintain a training & assessment record for all staff and departments
7. To advise and assist in the development and of Training, Safe Working Practices and General Health & Safety
8. Update and deliver refresher driver training
9. Preparing regular information collating the data relating to training and assessment for relevant managers
10. To assist in delivering driver compliance with all Council Policies and external government and regulatory bodies

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<p>A-level or equivalent work experience</p> <p>ROSPA driver and assessor training certificate or equivalent.</p> <p>Full driving licence (Class 2)</p>	
Experience and Knowledge	<p>Minimum of 2 years' experience as a Class 2 driver or above.</p> <p>Previous experience of conducting driver assessments.</p> <p>Experience with IT systems including use of Word, Excel and Outlook</p> <p>Experience of delivering classroom and practical training</p> <p>Experience of delivering Train the Trainer training</p> <p>Able to produce clear, concise, and persuasive written reports.</p> <p>Experience of designing, preparing and presenting a training programme to include ad-hoc and ongoing requirements</p> <p>Experience in working across varied workstreams and departments operating varied vehicle types</p> <p>Working knowledge of health and safety regulations</p>	<p>Experience in a large operational team.</p> <p>Experience of working with fleet team</p>

Attributes	Essential criteria	Desirable criteria
Ability and Skills	<p>Ability to monitor, motivate and influence drivers and staff</p> <p>Able to demonstrate good interpersonal skills and customer relations</p> <p>Ability to design, plan and deliver training sessions and presentations</p> <p>Ability to develop a system for maintaining and training records</p> <p>Ability to deal confidently with staff at all levels.</p> <p>Ability to work individually or/and as part of a team</p> <p>Experience of working in a methodical manner</p> <p>Ability to meet deadlines and prioritise workloads accordingly</p> <p>Excellent communication skills, both written and verbal</p>	<p>Experience of developing policies and procedures</p> <p>Knowledge of driving and vehicle legislation/ regulations</p>
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	<p>Ability to travel effectively</p>	

