

JOB PROFILE



JOB TITLE:	Driving School Manager
SALARY GRADE:	Grade 9
JE REFERENCE:	A660
DIRECTORATE:	Operational Preparedness
TEAM:	Driving School - Training & Development Academy
LOCATION OF WORK:	Training & Development Academy
HOURS OF WORK:	35 hrs per week
DIRECTLY RESPONSIBLE TO:	TDA Manager

LEADERSHIP BEHAVIOUR LEVEL:	Leading Others
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MAIN JOB PURPOSE

To provide training, development and support to meet Service needs and to help ensure that the Fire Service has a safe, competent workforce and complies with all relevant legislative requirements surrounding the driving and operation of all types of vehicle operated within MF&RS. The Driving School Manager is responsible for the supervision and management of Senior Driving Instructor and Driving Instructors; delivering training and assessing competence in accordance with lesson/session plans and assessment criteria. Driving School Manager will co-ordinate and schedule training. Driving School Manager will be responsible for programme development and maintenance/updating of learning materials.

The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.

KEY AREAS OF RESPONSIBILITY

1. Driving School Manager is responsible for the supervision and management of Senior Driving Instructor and all Driving Instructors.
2. Manage all of the elements associated with arrangement and maintenance of competency of all drivers with the Authority.
3. To be a DVSA delegated examiner and conduct driving examination for LGV qualification.
4. Is responsible for the quality assurance of the driving instruction provided by the MFRS driving instructor group.
5. To maintain own knowledge of road traffic and related legislation, and advise the TDA Manager of any relevant amendments and changes to practice to ensure that driving tuition/assessment complies.
6. Attend driver training and development including external courses, as required, to maintain driving instructor skills and knowledge.
7. Undertake research and development of best practice training solutions, and develop course learning and assessment materials.
8. To train and continuously assess individuals in the theory and practice of driving/operating skills, knowledge, understanding and appropriate attitudes.

9. Conduct mandatory theory tests and ensure that the standards of the Driving Standards Agency and current legislation are adhered to.
10. Complete course documentation and assessment materials as required.
11. Provide feedback and support to individuals with problems affecting their driving/operating skills and knowledge, and report to line manager where individuals need on-going remedial training and support.
12. Adhere to Service Policies, Standard Operating Procedures, Service Instructions and specifically health and safety procedures and risk assessments.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

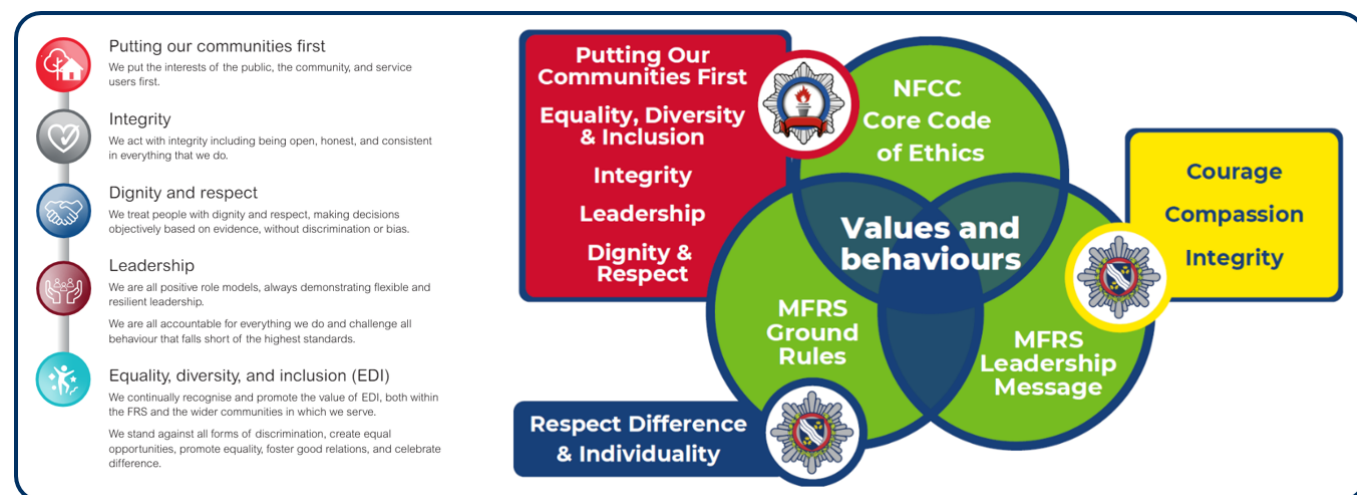
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING OTHERS

Personal Impact	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
Outstanding Leadership	I work with the team to establish a clear sense of purpose and set expectations to achieve our goal.	I have responsibility for team effectiveness which focusses on improving outcomes and decisions.	I look for opportunities to support others through appraisal, coaching and mentoring.
Service Delivery	I seek to understand, prioritise & address the specific risks and diverse needs of people and communities.	I look ahead to anticipate issues with local service delivery and performance and make plans to resolve or minimise issues.	I encourage my team to build constructive working relationships with others to achieve our aims.
Org. Effectiveness	I make sure the team understands how our work contributes to and delivers organisational priorities.	I manage quality in my team, and use various sources of feedback and evidence to understand how we are performing and managing risk.	I promote continuous improvement for the team and the organisation through listening and implementing ideas.

Date job profile prepared / revised:

31.03.2021 Amanda Cross

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



**MERSEYSIDE
FIRE & RESCUE
SERVICE**

Job Title:	Driving School Manager	Team:	Driving School - Training & Development Academy
Salary:	Grade 9	Directorate:	Operational Preparedness
JE Reference:	A660		

QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
Approved Driving Instructor qualification held for 2 years.	D	P D
LGV Examiner Qualification	D	P D
Large Goods Vehicle (Cat. C) Driving Instructor	E	P D
Large Goods Vehicle Category C License held for a minimum of 3 years.	E	P D
Blue Light Response Driving Instructor qualification.	D	P D
IOSH Managing Safely or NEEBOSH.	D	P D
European Computer Driving Licence at Level 2 or equivalent.	D	P D
PTTLS Qualification	D	P D
PCV Mini Bus Licence D1 without restriction.	E	P D
Fork Lift Truck Operator/ RTITB Instructor.	D	P D
Multi Lift Operator / Instructor.	D	P D
First Aid qualification.	D	P D
Supervisory training or qualification.	D	P D
KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
Good knowledge of Road Traffic regulations.	E	A & I
Thorough understanding of learning concepts.	E	A & I
Knowledge of Service Policies, Standard Operating Procedures and Service Instructions.	D	A & I
Managerial experience	D	A & I
Trainer / Assessor experience.	E	A & I
Experience of driving tuition in an emergency services environment.	D	A & I
Experience of off road driving.	D	A & I
Understanding of the Blue Light Framework from the Standards Agency	D	A & I
Supervisory experience.	D	A & I
SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
Strong advisory and guidance skills.	E	A & I
Excellent time management skills.	E	A & I
Ability to plan work and supervise others.	E	A & I
Ability to identify additional learning needs, provide feedback and create action plans for learners.	E	A & I
Excellent written and verbal communication skills.	E	A & I
Ability to develop learning and assessment materials.	E	A & I
Highly self-motivated.	E	A & I
Ability to establish and maintain good working relationships with colleagues and members of the public.	E	A & I
Good presentation skills.	E	A & I
Experience of using Outlook, Word and PowerPoint programs.	E	A & I
Experience of using and developing electronic learning materials.	D	A & I
Aerial Appliance Operator/ Instructor.	D	A & I

	Pass Plus Driving Instructor.	D	A & I
	Fire Service pump operation.	D	A & I
	Winch Operator / Instructor.	D	A & I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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