

SOUTH WALES FIRE AND RESCUE SERVICE
JOB DESCRIPTION

Department	Training and Development.
Post	Driver Training Instructor (LGV and LV ERDT). Working towards:- Specialist Vehicle Driving Instructor (qualified in all different categories of vehicles used by this service).
Post No	NU106
Grade	7-9
Location	Cardiff Gate Training and Development Centre
Responsible to	Technical Training Manager
Responsible for	Driver Training in Large Goods Vehicle (LGV) Light Vehicle (LV) Emergency Response Driver Training (ERDT) off road vehicles, Passenger Carrying Vehicles (PCV), light vehicles and trailer towing. Working towards:- Training in the use of Specialist vehicles and Driver
Responsibility for Physical Resources	Yes
Responsibility for Financial Resources	No

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

Post holder will form part of a team that will be responsible for training & development within the organisation to train the personnel of the South Wales Fire and Rescue Service (operational and support staff) and other agencies as directed.

They will be required to maintain their competencies to drive and deliver training on LV ERDT, LGV ERDT, off road vehicles, light vehicles, trailer towing and PCV's as required by South Wales Fire and Rescue Service. (ADI)

When required they will be expected to work towards achieving their competence to drive, operate and instruct on all specialist types of fire appliances, to meet RTITB or other nationally Health & Safety Executive (H&SE) recognised standard (ITSSAR, NPORS, AITT etc).

DUTIES AND RESPONSIBILITIES:

1. Organise Coordinate and undertake driver / operator training of Service employees on all specialist vehicles including the Incident Response Unit, High Volume Pump and Urban Search & Rescue Vehicle Demountable containers. Forklift trucks (Moffett Mounty and Counterbalance) and Vehicle Mounted Cranes/Lorry Loaders. To ensure competent and safe operation as required by the Service, RTITB (or other nationally H&SE recognised body) & H&SE. Ensure the compilation of all drivers training and specialist vehicle operator records are maintained to a high standard for audit as required by the Service, RTITB (or other H&SE nationally recognised body).
2. Liaise with 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.
3. Organise, coordinate and undertake initial and requalification training of service drivers in LGV ERDT driving skills (ADI). Ensure that High Speed Driver Training (HSDT) records are collated and stored appropriately.
4. Organise, coordinate and undertake initial and requalification training of service drivers in LV ERDT driving skills. Ensure that HSDT records are collated and stored appropriately.
5. Organise, coordinate and undertake conversion training on all vehicle types for all Service employees as required, ensuring competent and safe operation.
6. Organise, coordinate and undertake light vehicle acceptances on all vehicle types for all employees as required, ensuring they are safe and competent. Ensuring all documentation is raised and recorded accurately.
7. Organise, coordinate and undertake training of employees as required in off road driving techniques, ensuring competent and safe operation.
8. Organise, coordinate and undertake of service drivers in PCV driving skills, ensuring competent and safe operation.
9. Organise, coordinate and undertake of service drivers in trailer towing skills, ensuring competent and safe operation.
10. Organise, coordinate and undertake specialist driver training on all vehicle types that the post holder is competent for all employees as required, ensuring they are safe and competent.

11. Represent the Service at Regional and National driver training seminars and workshops on ERDT Specialist vehicle and other driving issues.
12. Liaise with outside agencies for the provision of suitable training venues for specialist training activities.
13. Deal with driving related queries and liaise with the services Road Risk Group (RRG) as appropriate.
14. Ensure all driver training records and documentation is raised and recorded accurately e.g. driving licenses.
15. Assist as required with driving related research/investigation and general monitoring of driving standards within the service.
16. Organise and coordinate communication with vehicle manufactures/providers to develop knowledge and skills necessary to design and deliver driver/operator courses.
17. Organise and coordinate communication with the Training Support dept. to design & develop driver training & specialist vehicle operator packages & update as required.
18. Organise and coordinate communication with the Workshops fleet manager the training of Service employees on all new issues of appliances and lead on the compilation of instructional handouts for new vehicles.
19. Liaise with Operations and Central Staffing depts. to ensure that appropriate personnel are trained in vehicle driving/operation and courses are appropriately populated.
20. Provide support to all operational and support personnel by undertaking instructional visits intended to maintain sector competence of drivers at all levels which can include evening & weekend visits.
21. Liaise with Transport and Engineering department to ensure Training Centre vehicles are maintained to the services standard.

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

NB: This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.

