

Driver Trainer/Assessor – £25 per hour

Job purpose

Kirklees Council has a duty of care under the Health and Safety at Work Act 1974 to provide training for employees and ensure that others are not put at risk by work related driving activities.

The Council has a wide range of fleet vehicles and drivers who need to be trained and assessed before driving these vehicles. The Driver Training Unit carry out practical driver assessments and training for Council drivers. Practical Assessments/Training we deliver are for Vans, Trailers, electric pool cars and vans, LGVs, minibus both driving and accessible training and 4x4s

Please note the job is self-employed and you will not be an employee of Kirklees Council.

This role is based within the [Environment and Climate Change](#) and supports drivers Council wide.

Find out more about [working for Kirklees](#).

Key areas of responsibility

Your key responsibilities are to deliver in vehicle practical training and assessments to Council employees who are required to drive as part of their job. You may also be asked to deliver training to members of the public.

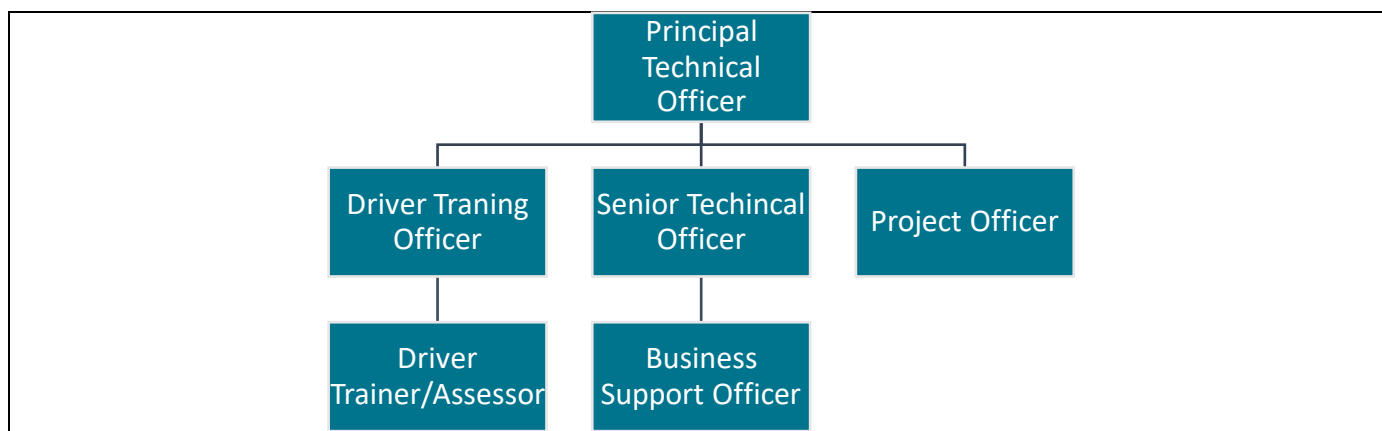
You will be expected to:

- Carry out a training and assessment session to determine the safety and competence of the driver to drive the vehicle. This includes education and assessment programmes and vehicle familiarisation in line with customer requirements and Council objectives.
- Deliver training in Council owned vehicles
- Complete any relevant checks for the driver and vehicle
- Use your excellent customer skills to make sure those attending training understand why they have to be assessed and that they are driving for work representing the Council
- Refer any issues back to the Driver Training Officer/Training Manager for advice
- Work to the standards detailed in the Trainer Handbook issued with this job
- Deliver a theory session based on the Highway Code and Council policy
- Complete registers, assessment forms and generate invoices in a timely manner

Work will be provided on an ad-hoc basis, and you will be expected to make your availability known to us as part of our booking system.

As a Driver Trainer/Assessor you will work with a wider team of driving instructors and Business Support Officers to offer an excellent customer service. You need to be prepared to work flexibly on occasion to support the work delivered, for example, sometimes outside normal office hours.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Hold a full driving licence with no more than 6 points	Essential
Experience of delivering training to experienced drivers	Essential
IT skills to use email, maintain an electronic diary and use PowerPoint	Essential
Professional indemnity of not less than £1m and Public Liability Insurance of not less than £10m e.g., MSA	Essential
Knowledge of issues related to driver education	Essential
Extensive knowledge of the Highway Code	Essential
ADI Qualification	Desirable
DVSA Fleet Registered	Desirable
Hold Category C/CE on driver's licence to allow training of Large Goods Vehicles	Desirable
Advanced driving qualification (IAM, DIA, ROSPA)	Desirable
Ability to deliver both a descriptive and instructional commentary	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honest
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council

Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Transport Services	Grading ID	Self Employed
Job ID	No	Last Updated	September 2022
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		