

**JOB SPECIFICATION**

**GRADE:** Supply Driving Instructor  
**DEPARTMENT:** Driver and Vehicle Licensing Department  
**RESPONSIBLE TO:** Senior Driving and Vehicle Examiner

**JOB PROFILE**

To conduct Motorcycle Compulsory Basic Training Courses.

**The main duties and functions of the post are:**

- To conduct motorcycle Compulsory Basic Training Courses.
- **Other**
  - To carry out any other duties appropriate to the post as required by the Chief Examiner or the Senior Driver and Vehicle Examiner
- **General Requirements**
  - Must be prepared to learn all Statutory Laws appertaining to the Traffic (Compulsory Basic Training) Regulations and be capable of writing clear and accurate reports.
  - Must possess a full "A" category driving licence (motorcycle) for a minimum of four years
  - Will be required to undertake training courses.
  - Candidates with convictions under the Traffic Act are required to give relevant details.

## PERSON SPECIFICATION - SUPPLY DRIVING INSTRUCTOR

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>Must possess a full "A" category driving licence and Motorcycle driving experience, for not less than four years</p> <p>Experience in following policies and procedures.</p>	
<b>Knowledge</b>	<p>Awareness of Statutory Laws appertaining to the (Compulsory Basic Training) Regulations.</p> <p>Be capable of writing clear and accurate reports.</p>	
<b>Key Skills and Behaviours</b>	<p>Have good communication and influencing skills.</p> <p>Able to manage Customers</p> <p>Able to respond and recommend improvement and change</p> <p>Aware of, carry out responsibilities in line with legislation and Departmental policies.</p> <p>Ability to make sound decisions and have sound judgement.</p> <p>Ability to work effectively, often under pressure.</p>	
<b>Other Requirements</b>	<p>Available to work and provide support, as required, after normal working hours.</p>	