

JOB SPECIFICATION

GRADE: Supply Driving Instructor/Invigilator

DEPARTMENT: Driver and Vehicle Licensing Department

RESPONSIBLE TO: Senior Driving and Vehicle Examiner

JOB PROFILE

To conduct Motorcycle Compulsory Basic Training Courses and Theory tests.

The main duties and functions of the post are:

- To conduct motorcycle Compulsory Basic Training Courses.
- To conduct theory tests.

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.

Other:

- To carry out any other duties appropriate to the post as required by the Chief Examiner or the Senior Driver and Vehicle Examiner.

PERSON SPECIFICATION – SUPPLY DRIVING INSTRUCTOR/INVIGILATOR

CRITERIA	ESSENTIAL	DESIRABLE
Experience:	<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>	
Knowledge:	<p>Awareness of Statutory Laws appertaining to the (Compulsory Basic Training) Regulations.</p> <p>Be capable of writing clear and accurate reports.</p>	
Key Skills and Behaviours:	<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>Be aware of legislation and Departmental policies.</p> <p>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>	
Other Requirements:	<p>Available to work and provide support, as required, after normal working hours.</p> <p>Would need to complete Safeguarding Children Tier 1.</p> <p>Will need to complete an Invigilators qualification once in employment.</p>	