



# hct group

Prepared by:	Jimmy Sommerville
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Version	1

Job Description			
<b>Post Job Title:</b>	Driver Trainer & Compliance Officer	<b>Reports To Job Title:</b>	General Manager
<b>Location:</b>	CT Plus	<b>Depot Based</b>	Bristol
<b>Grade:</b>		<b>Safety Status:</b>	Applicable
<b>Job Family:</b>	Operations		
<b>1.</b>	<b>Purpose of the Job</b>		
<b>1.1</b>	Reporting to the General Manager the Driver Training & Compliance Officer is committed to developing and maintaining services to a very high standard. Out of hours working is sometimes required, including early morning and evening training, attendance at meetings, occasional conferences and promotional events. Where there is no training then the role will revert to a driving position as and when required. To deliver Road Passenger Transport courses including PCV Theory to unemployed clients, volunteers and the unemployed. The Driver Training & Compliance Officer will also be responsible to ensure that driver compliance is to the required standard to deliver an efficient and reliable bus service through effective management of a team of PCV drivers.		
<b>2.</b>	<b>Key Accountabilities</b>	<b>KPI *</b>	
<b>2.1</b>	To maintain good working relationships with all members of staff, volunteers, trainees and colleagues from other external organisations.	Reliability/Performance Profit/Cost Control Safety People Development	
<b>2.2</b>	Ensure training and assessment resources are effectively managed so that training can proceed smoothly at all times.	People Development	
<b>2.3</b>	Ensure that training and assessments comply with DSA / awarding bodies / funding organisations standards.	Legal compliance	
<b>2.4</b>	Ensure that training information is correct and meet with current legislation at all times.	People Development Legal compliance	
<b>2.5</b>	Responsible for the timely and accurate completion and maintenance of all documentation associated with training and assessments.	Legal compliance Audit	
<b>2.6</b>	Maintain existing administrative systems (manual and computerised) so that detailed records of HCT staff, trainees, volunteers and external test candidates are easily accessible and regularly updated.	Compliance	
<b>2.8</b>	To prepare course / project report (including statistics) as required.	Compliance	
<b>2.9</b>	To ensure the efficient administration of the courses in conjunction with the administrative team.	Compliance	
<b>2.10</b>	Liaise with HCT staff, volunteers and external candidates to inform and update them of training / assessment dates, programmes etc.	People Development	
<b>2.11</b>	To carry out practical training / assessment to a very high standard.	People Development	
<b>2.12</b>	To deliver training / assessment of PCV Theory to candidates.	People Development Compliance	
<b>2.13</b>	To assess candidates work in line with DSA and awarding body's standards and participate in programme moderations and verification of candidates portfolios.	Legal compliance	
<b>2.14</b>	To review course evaluation forms completed by trainees / volunteers and review / change delivery mechanisms where appropriate.	People Development Legal compliance	
<b>2.15</b>	To provide support and supervision for learners and volunteers.	People Development	
<b>2.16</b>	Keep up to date with the latest developments in training methods and changes in the Transport Sector.	People Development Legal Compliance	
<b>2.17</b>	Provide support to other trainers / assessors to deliver other courses such as Minibus Driver Awareness Scheme (MiDAS) as required.	People Development	
<b>2.18</b>	Ensure that risk assessments relevant to the role of PCV drivers are completed and that appropriate controls are identified and applied.	Legal compliance	
<b>2.19</b>	Ensure that appropriate systems for the communication of safety critical information are developed and maintained.	Legal compliance	
<b>2.20</b>	To assist the Staff Operations Manager to ensure driver staffing levels are maintained	People Development	

	at the optimum level.	
<b>2.21</b>	To achieve compliance with the operation and auditing of the defect reporting system, ensuring all drivers are aware of their obligations, the role of DVSA and the need to report any DVSA checks immediately.	People Development Legal compliance Audit
<b>3.</b>	<b>Role Dimensions</b>	
Financial		Non-Financial
Budgetary responsibility		Systems maintenance
<b>4. Main Contacts (External/Internal)*</b>		
Who	Frequency	Purpose
General Manager	As required	To report on performance
Staff Operations Manager	As required	To optimise procurement and operations efficiency
External Stakeholders	As required	Clarification and confirmation of related issues
<b>5. Experience, Knowledge &amp; Qualifications Required</b>		
<b>5.1</b>	Understanding of the road passenger transport sector.	
<b>5.2</b>	Have a good working knowledge of all relevant legislation and to ensure compliance with Drivers Hours regulations, Health & Safety Regulations and all company policies and procedures.	
<b>5.3</b>	Ability to work flexibly	
<b>5.5</b>	Ability to work with colleagues in a collaborative manner	
<b>5.6</b>	Excellent IT skills including Word, Excel, Outlook and database software.	
<b>5.7</b>	Experience of maintaining administrative systems.	
<b>5.8</b>	Proactive and forward thinking "hands on can do attitude" with good people management skills.	
<b>5.9</b>	To undertake any other duties commensurate	
<b>5.10</b>	Must have held a full manual PCV driving licence for at least 3 years.	
<b>5.11</b>	Experience of delivering Passenger Carrying Vehicle (PCV) theory training.	
<b>5.12</b>	Ability to assess learner's competence against DVSA and NVQ standards.	
<b>5.13</b>	Experience of assessing, supporting and training candidates including volunteers from diverse communities to progress through qualifications.	
<b>5.14</b>	Experience of imparting information clearly and concisely using non-patronising language, both verbally and in writing within a training environment.	
<b>5.15</b>	Experience of working independently and as part of a team promoting commitment and motivation.	
<b>5.16</b>	Holds a teaching (e.g. C&G 7407, PTLLS) / assessor (e.g. A1) qualification or equivalent.	
<b>5.17</b>	Demonstration of an understanding of the needs of Community Transport.	
<b>6.</b>	<b>Health &amp; Safety Responsibility</b>	
<b>6.1</b>	Have a duty of care for the health and safety of yourself and your colleagues at all times, including a duty to report unsafe acts or omissions to safety. You should always follow all safety instructions in respect of how you undertake your role within the Business.	
<b>6.2</b>	Maintain a safe place of work for all employees and others to ensure that workplace safety is maintained.	
<b>7.</b>	<b>Safety Critical</b>	
<b>7.1</b>	Comply with all company policies including the Safety and Environmental Policy Statements and Drugs and Alcohol Policy.	
<b>7.2</b>	Be aware of the fire and emergency arrangements for each location visited.	
<b>8.</b>	<b>Authority</b>	
<b>Authorised By:</b>	<b>Jimmy Sommerville</b>	
<b>Date:</b>	25/09/2018	