



DRIVING INSTRUCTOR RECRUITMENT PACK



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety

ABOUT

Why work for Cambridgeshire Fire and Rescue Service (CFRS)?

Thank you for your interest in the above vacancy.

Please ensure you read all documents within this pack to provide you with a good understanding of the role and the Service.

To apply for this opportunity please complete this [EDI Form](#) and send your CV and Covering Letter detailing your suitability for the role in line with the person specification to recruitment@cambsfire.gov.uk

We promote the right values and an inclusive culture by:

ensuring fairness, promoting diversity and developing colleagues to achieve their potential

- being Disability Confident employer
- providing health and well-being support
- offering flexible, agile hybrid working
- having Inclusion ambassadors, a network and working groups for protected characteristics
- supporting anyone going through or affected by the menopause.

Our Offer:

Employee Assistance Programme

- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Family friendly policies – including flexible working
- Great Learning & Development Opportunities
- 24 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working

To find out more about working for us please click here: [Cambsfire.gov.uk](https://www.cambsfire.gov.uk)



ABOUT The Role



Salary:
Competitive Salary

Working Pattern:
Zero Hours Contract

Contract:
2-year Fixed Term Contract

Reports to:
Head of Training

Job Purpose

Provide specialist driving training and assessment for Service drivers in the use of all Service vehicles and associated equipment to ensure the Services meets its statutory and legal obligations. To develop and deliver courses in conjunction with the Driver Training Manager in an effective and efficient style when resilience is required and maintain the skills required for the job in line with current standards.

Key Responsibilities

- To devise a programme of training plans to meet the needs of CFRS to include all operational employees, flexible duty officers and support staff.
- Providing initial and refresher training to confirm the ability of nominated individuals through competence assessments in the use of Frontline operational vehicles including fire appliances and specialist vehicles.
- Provide detailed feedback to the individual based on the assessment of their driving ability.
- Provide 'Non Ops Defensive Driving courses for those non- operational staff that spend a large part of their working day on the road (Couriers, Hydrant and Property Maintenance, Workshop staff etc.).
- Carry out any administration tasks ensuring accurate records are kept of training and assessment activities, in compliance with requirements of the Data Protection Act.
- Prepare reports for management on issues relevant to driving within the scope of the post.

ABOUT The Role



Key Responsibilities continued

- Developing and maintaining an excellent working knowledge of all relevant driving legislation and modern driving techniques, including any changes to legislation. In addition to inform managers of any significant changes and ensure compliance of safe working practices with all policies and procedures regarding the driving of Service vehicles
- To implement and promote CFRS Health & Safety policies. To practice and promote fair and equal treatment of staff and customers throughout the course of performing all duties.
- Provide specialised driving instruction to Department of Transport requirements for operational employees in driving Fire Appliances to enable them to pass the appropriate statutory Driving Standards Agency Large Goods Vehicle examination. In addition provide driver training and refresher training for nominated individuals in Emergency Fire Appliance driving (EFAD) and be responsible for confirmation of competence of staff to drive under emergency conditions. This will include night driving, skid pan and use of visual and audible warning devices and assessed to the required national statutory, CFOA and Service standards.
- Provide training and assessment for Flexible Duty Officers in specialised operational response defensive driving, accident avoidance, anticipation and awareness of conditions, reactive response, load transfer and for non-uniformed staff in specialised towing of trailers.
- Investigate vehicle accidents, in collaboration with others, involving Service vehicles. Identify accident trends, monitor standards, provide written reports, give advice and undertake remedial instruction/refresher training and competence assessment of employees involved in such incidents.
- Responsibility for the IDS Database which ensures CFRS drivers have correct licences to drive Service vehicles. Regularly review individual cases which are due to breach policy and promote and discuss with staff to ensure they provide the necessary information.
- To organise and conduct theory instruction, plan, develop and adapt course material. Assist with training administration and ensure accurate records are kept of training and assessment activities, with due regard to Data Protection legislation.
- Any other duties commensurate with the role.

ABOUT The Role



Key Responsibilities continued

CORPORATE ACCOUNTABILITIES (applicable to all personnel)

Equality, Diversity and Inclusion & Safeguarding

Support and promote the Service's statement, policies and procedures on Safeguarding, Equality and Inclusion in employment and service delivery.

Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service’s Health and Safety policies and procedures to maintain a safe and healthy working environment.

Personal Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

- #### General
- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

OTHER GENERAL REQUIREMENTS OF THE JOB

CPD

The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

TRAVEL

Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.

Person Specification

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	Full, clean, current LGV Category C licence	X		Application
	LGV Cat C Instructor with experience	X		Application
	ERDT Qualification	X		Application
	ERDT Instructor	X		Application
	Emergency Response Driving experience		X	Application
	Level 3 Award in Education and Training or equivalent		X	Application

Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
QUALIFICATIONS/ EDUCATION	Level 4 Award in Assessment and Verification Award or equivalent		X	Application
	DVSA ADI (Approved Driving Instructor)		X	Application
	B+E Licence Holder and experience in towing		X	Application
	Delegated Examiner Cat C Qualification		X	Application
TRAINING	Completed NFCC Portfolio of Evidence in line with the current Fire Standards Board	X		Application and Selection Process
	Entered on the NFCC Register of Emergency Response Driving Instructors	X		Application and Selection Process

Person Specification

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
TRAINING	Background in effective Driver Training Delivery		X	Application and Selection Process
	DVSA Fleet Driver Trainer		X	Application and Selection Process
	RoSPA / IAM Advanced Driver		X	Application and Selection Process
	Background in Assessing People		X	Application and Selection Process
	Provision of Driving Tuition		X	Application and Selection Process
	A working knowledge of Roadcraft (The Police Driver’s Handbook)		X	Application and Selection Process

Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
COMMUNICATION	Ability to communicate orally and in writing in a clear, concise and articulate way	X		Selection Process
	Ability to work effectively within a team environment	X		Selection Process
PERSONAL QUALITIES	Management Experience		X	Selection Process
	Flexible approach to training delivery	X		Selection Process
	Positive Attitude	X		Selection Process
	Patient and Considerate		X	Selection Process

Person Specification



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
PERSONAL QUALITIES	Appreciation and Commitment to excellence – understanding of CFRS Values / OneTeam Behaviours		X	Selection Process
IT	Microsoft Applications – to include Word/Outlook/Excel/Sharepoint		X	Selection Process
GENERAL	Flexible approach with the ability to travel throughout the County to carryout requirements of job, potentially at short notice.	X		Selection Process
	Commitment to and appreciation of quality customer service	X		Selection Process
	Understanding of and commitment to Equality & Inclusion in the workplace	X		Selection Process
	Successful applicants will be required to complete a standard or enhanced Disclosure and Barring Service (DBS) check as part of the pre-employment checks	X		Onboarding Stage

Our Terms and Conditions



Terms & Conditions

The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.

Location

The successful applicant will be based at Huntingdon but will occasionally be required to travel to other sites in Cambridgeshire and out of County.

Salary

Competitive Salary
Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.

Type of Contract

Fixed Term for Two Years

Hours

Zero hours contract
A flexible approach can be taken when making local agreements around working hours. This will be agreed with the line manager.

Probation Period

There is usually a probationary period of six month

Offer Subject to

- Completion of Medical Questionnaire/Medical Examination.
- Receipt of references satisfactory to the Authority.
- Evidence of right to work in the UK (including Settled Status or Pre-Settled Status for most EU citizens)
- Requirement to complete a standard or enhanced Disclosure and Barring Service (DBS) check

Duties

The enclosed job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet with changing circumstances. You may on occasion be required to undertake work outside of your normal duties to meet the needs of the Service.

Our Terms and Conditions cont.



Pension

Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed

Annual Leave

The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 24 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10- and 15-years' service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees).

Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.

Sickness

The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.

Training & Development

Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability

Equal Opportunities

The Fire Authority is committed to providing equality of opportunity in employment and service provision.

Our Terms and Conditions cont.



Additional Benefits

- Employee Assistance Programme
- Access to Health Cash Plan
- A competitive pension scheme
- Access to Blue Light Discount at 100s of stores & events
- Access to Health Shield Perks Discounts
- Great Learning & Development Opportunities
- 24 days annual leave each year plus bank holidays, increasing with long service
- Parking (site specific)
- Flexible, agile, hybrid working (post-probation period)

Legal Right to work in the UK

Asylum and Immigration legislation requires all employers to obtain proof that prospective employees have a legal right to work in the United Kingdom. You will therefore be asked for a National Insurance number and documentary evidence such as a valid passport or other identity documents.

Other Employment

You must notify the Authority if you hold or take up other employment, to meet the requirements of the Working Time Regulations, and must limit your working hours over all employment to 48 hours per week on average.

ABOUT

Cambridgeshire Fire and Rescue Service

Cambridgeshire Fire and Rescue Service are keen to encourage applications from all parts of the community, and to ensure this is happening we need to monitor information that some may regard as personal and sensitive. This information will be held in confidence and used only for statistical monitoring purposes. It will not be used in any part of the selection process. Please complete this EDI Form. Please be assured that this will be separated from your application form before the selection process begins.

It is our policy to ensure, whenever possible, that the recruitment process is adapted to suit the needs of applicants who have a disability or impairment that you believe may give you rights under the Equality Act. The following conditions are given as examples: learning disabilities, dyslexia, some sight or hearing loss, diabetes, epilepsy and multiple sclerosis. Reasonable adjustment will be made for those candidates who believe that they may have an impairment or disability under the Equality Act 2010. Please inform us of any adjustment you require so that we can ensure that we have made appropriate arrangements for you during the selection process, Please do not hesitate to contact Recruitment on 01480 444500 or email recruitment@cambsfire.gov.uk if you have any queries.

Please also note that we hold the "Disability Confident" employer status, this means that we guarantee to interview all applicants who have rights under the Equality Act 2010 and who meet the essential criteria for the post. However, it is desirable that the successful candidate can travel to any part of the county as required.

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500 or recruitment@cambsfire.gov.uk



ABOUT

Cambridgeshire and Peterborough

Economy: Where Innovation Meets Opportunity

Cambridgeshire and Peterborough boast a thriving economy with robust GDP growth of 2.7% (as of 2022) and a vibrant ecosystem of tech enterprises, research institutions, and startups.

The county is home to the Cambridge Cluster, with a large number of high tech businesses focused on software, electronics, and biotechnology. The average income, consistently above the national average, reflects the rewarding nature of the professional landscape across the county.

Lifestyle: Where Tradition Meets Modernity

Cambridgeshire and Peterborough offer a rich tapestry of cultural experiences, picturesque landscapes, and recreational activities. Immerse yourself in the world-renowned Universities of Cambridge, where centuries of academic excellence unfold against the backdrop of iconic spires and cobblestone streets.

Explore the serenity of the Fens, where nature beckons with its tranquil waterways and lush green expanses. From vibrant market towns to the historic Peterborough Cathedral, each corner of the county resonates with a sense of community and heritage.

Communities: Where Diversity Flourishes

According to the latest census data, the region exhibits not only economic prosperity but also a rich mosaic of ethnicities and cultures. The population growth, outpacing the national average, underscores the attractiveness of this region. In Peterborough, for instance, the census reveals a population with roots in over 100 different countries, contributing to a dynamic cultural landscape.

Whether you're drawn to the cosmopolitan vibrancy of Cambridge or the welcoming warmth of smaller, rural towns, it's about being part of a dynamic, forward-thinking community that values progress, heritage, and the shared tapestry of diverse lives.





Our Vision

Our vision is for safe communities where there are no preventable deaths or injuries from fire or other emergencies. Put simply, this means we will strive to reduce risk and save lives.



To succeed in this, we need to achieve **community safety** and **operational excellence** in the most cost-effective way, putting **people** at the centre of everything we do.

 People	 Community Safety Excellence
We have a culture that embodies our values and expected behaviours.	We understand and target the risk in our communities.
We listen and engage with our people, communities and our partners to improve what we do.	We are inclusive in our approach and tailor our services to meet the needs of our diverse communities.
We develop our people and encourage them to reach their potential.	We work with partner agencies in a targeted, proactive and effective manner and are perceived as a key contributor to community safety.
We continually improve the service we deliver.	We have a high level of success in our community safety activities and evaluate our impact.
 Operational Excellence	 Value for Money
We have competent, confident and skilled people.	We actively seek collaborations.
We have the right skills, equipment and resources in the right places.	We evaluate the impact of working practices to strive for efficiency, effectiveness and sustainability.
We have a learning culture looking to continually improve what we do and how we do it.	We continuously monitor how we are performing, sharing what we do and taking best practice from others.

Our Values and Behaviours



 Welcoming	 Respectful	 Professional
I am welcoming and inclusive.	I treat everyone with dignity and respect.	I always act with integrity and am accountable for my behaviour, actions and words.
I consider and support my colleagues' wellbeing.	I embrace diversity and difference.	I communicate clearly and listen attentively.
I appropriately address language and behaviours that are not in line with our values.	I am mindful of my impact on others.	I am open and receptive to feedback.



We are committed to creating a workplace where everyone feels welcome, respected and are treated with dignity. We recognise that the work involved in improving culture is a continuous journey, however the results from our 2022 employee engagement survey confirmed our belief that CFRS has a good culture.

We know we cannot be complacent though; the HMICFRS Culture Spotlight report and other events in the media show us that it is essential this continues to be a priority.

We use engagement and culture surveys, commissioned with external organisations to ensure it is unbiased, to help us understand how our people feel about working for the Service. We measure our culture through these surveys and other listening channels and metrics.

Our recent survey showed that we had improved employee engagement and that colleagues were proud to work for CFRS. It also showed us further areas that we could improve on, for example improving our system for recording training, facilitating more opportunities for colleagues across different areas of the Service to engage with each other and showing greater transparency with recruitment processes.

We will look at these, along with the recommendations from HMICFRS and NFCC, to continue to maintain and improve our positive and inclusive organisational culture - which are all essential elements of the Area Commanders role.



How to Apply



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FIRE & RESCUE SERVICE

Working together to improve community safety