



## Police Scotland

## Role Profile

|                                 |                                                                                                  |
|---------------------------------|--------------------------------------------------------------------------------------------------|
| <b>Rank / Grade:</b>            | SPA Grade 6                                                                                      |
| <b>Role:</b>                    | Driving Instructor                                                                               |
| <b>Business Area:</b>           | People and Development (Training Leadership and Development) – Road Policing and Driver Training |
| <b>Reports To (Post Title):</b> | Driver Training Supervisor                                                                       |
| <b>Work Location:</b>           | Various                                                                                          |
| <b>Date Of Completion:</b>      | September 2021                                                                                   |

### Role Purpose

(This section summaries the key function of the role)

To train and assess Police Officers and Staff in Police driving techniques, to raise the student's skill and ability from that of the Driving and Vehicle Standards Agency to a higher level of competence.

## Key Accountabilities

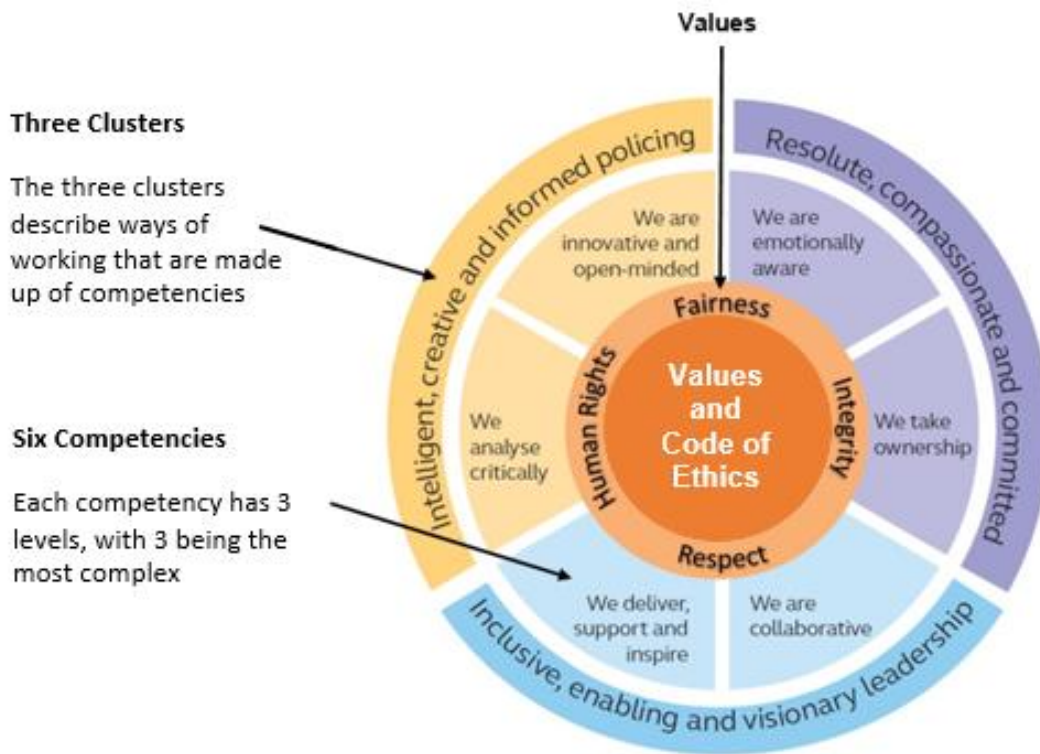
(This section details the key responsibilities required for the role)

1. Instruct Police and Police Staff in practical driving techniques, including providing practical demonstrations and teaching a uniform system of car control (based on Road craft Manual).
2. Prepare and present training courses, lectures, seminars, tutorials, etc.
3. Assess student performance using a range of methods and evidence, write formal student assessments and other reports, provide counselling and agree action plans where relevant.
4. Be responsible for the daily care, maintenance and cleanliness of all vehicles used by the department and where appropriate, the transportation of vehicles to and from training areas and vehicle workshops.
5. Assist in preparing, reviewing and updating training syllabi and abstracts in relation to existing or projected training courses to ensure delivery and content remains current.
6. Monitor and evaluate the content and delivery of lectures, seminars and courses.
7. Research and maintain a knowledge base that reflects best practice in training/education.
8. Undertake professional development where considered relevant and necessary such as the 'Foundation Module'.
9. Compliance with all aspects of Diversity, Health & Safety and Data Protection legislation.
10. Undertake course administration functions including scheduling of training programmes.
11. Will be responsible for assessing and self-managing risk within all aspects of the role.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

## Competency Values Framework (CVF)

All roles are expected to know, understand and act within the Police Scotland Code of Ethics. The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.



It is suggested that this role should be operating or working towards the following levels.

|                                                     |         |
|-----------------------------------------------------|---------|
| <b>Resolute, compassionate and committed</b>        |         |
| We are emotionally aware                            | Level 2 |
| We take ownership                                   | Level 2 |
| <b>Inclusive, enabling and visionary leadership</b> |         |
| We are collaborative                                | Level 2 |
| We deliver, support and inspire                     | Level 2 |
| <b>Intelligent, creative and informed policing</b>  |         |
| We analyse critically                               | Level 2 |
| We are innovative and open-minded                   | Level 2 |

## Education, Qualification, Skills and Experience

(outlines the skills and education and qualification requirements to be able to fulfil the role)

### Educational/Occupational Essential

- Driving Licence, either Approved DVSA, ADI or Advance Police Driver.
- Police Driving Instructor's Course.

### Educational/Occupational Desirable

- Additional vocational licence categories.
- Externally accredited instructor qualifications.
- DVSA Accredited Examiner.
- First Aider.

### Personal Qualities Essential

- Must comply with UK medical requirements for Group 2 licence holder.

### Circumstances Essential

- DVSA rules require that driving instructors teaching provisional licence holders to attain new licence categories must themselves have held a Driving Licence in the relevant categories for a minimum of 3 years.

## Is A Driving Licence Required?

Required

## Any Special Requirements Pertinent To The Post

No

## Continuing Professional Development (CPD)

(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)

### Professional Registration / Licence

(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.