

INTERNAL & EXTERNAL

ZERO HOURS POLICING SKILLS ADVANCED DRIVER TRAINER

Ref. 213/20

Location: Support Command – Learning & Development Centre of Excellence – Meadowfield Police Training Site

Salary: Scale 6 - £26,208 - £29,064 per annum (based on full time working 37 hours per week)

Hours: Zero Hours basis

Job Type: Zero Hours

Closing Date: 12pm Friday 9th October 2020

Qualifications: 4 G.C.S.E. levels (Grade A to C) including English Language or Literature and Maths or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of Maths and English..

NVQ3 or equivalent Advanced driving qualification in relation to Police Advanced Blue Light Driving.

If you possess an equivalent qualification you must clearly outline this on your application. Failure to do say may result in your application not being progressed.

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>

Successful candidates will be required to provide copies of all relevant qualifications.

- 1) Candidates will possess a NVQ level 3 training qualification e.g. Education & Training Award (PTLLS) or be willing to work towards and achieve this requirement within the first 6 months of appointment.
- 2) Candidates will also be willing to work towards and achieve A1/TAQA assessor accreditation within 12 months of appointment.

If the successful candidate appointed into this role does not successfully complete the required training and attain the required qualifications as point 1) and 2) above, the individual may be subject to the provisions contained within the Force capability policy.

About the Role

- 1) You will form part of a training team, with a responsibility to provide relevant training which supports and effectively meets the requirements of the client.
- 2) We are looking for candidates who have the ability to compose original assessments and reports on a regular basis.
- 3) The successful candidate must have more than 5 years Blue Light Police Advanced driving experience and have an Advanced Police Driving Instructors qualification, which must be current within the last 2 years.

Or willing to achieve the Advanced Police Driving Instructors qualification within 6 months.

- 4) You will ideally possess a level 3 training qualification e.g. Education & Training Award (PTLLS) or be willing to work towards and achieve this requirement within the first 6 months of appointment.
- 5) Candidates will also be willing to work towards and achieve A1/TAQA assessor accreditation within 12 months of appointment.

If the successful candidate appointed into this role does not successfully complete the required training and attain the required qualifications as point 4) and 5) above, this will be considered as a performance issue and will be dealt with in accordance with the Force capability policy.

Selection Process

Candidates successful at the shortlisting stage will be invited to attend for an advanced driving assessment (if required) and an interview.

Durham Constabulary

Durham Constabulary polices the area of County Durham and Darlington. Our Force Vision and the National Code of Ethics underpins how we deliver policing and drives the performance of all our staff towards excellence in service delivery.

Vetting

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes

being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

Tattoos

Any tattoo anywhere on the body that is obscene, or advocates sexual, racial, ethnic, or religious discrimination, by written word or design is prohibited and the presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary

To Apply

Durham Constabulary welcome applications from everyone, but as members of ethnic minority groups are currently under-represented we would encourage applications from these groups. Appointment will be based on merit.

For further information please view the below Job Description and Person Specification.

To apply please complete the following –

[Pers 198 Police Staff Application Form](#)

Completed application forms should be returned to human.resources@durham.pnn.police.uk.

Hard copy applications will not be accepted.

Please note that Curriculum Vitae's (CV's) will not be accepted.



DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE:	Zero hours Policing Skills Advanced Driver Trainer
DEPARTMENT:	Support Command - Learning & Development
GRADE:	Scale 6
RESPONSIBLE TO:	Oversees business manager.
JOB PURPOSE:	To form part of a training team, with a responsibility to provide relevant training which supports and effectively meets the requirements of the client.

MAIN DUTIES AND RESPONSIBILITIES

1. Prepare for and deliver lectures/training to Police Officers and others on the Police System Driving, based on recommended and approved procedures, practices and guidelines, up to and including Police Advanced level (Including specialist advanced courses such as VIP/TPAC/HPVE).
2. To assess the driving capability of students and various other personnel and award appropriate driving qualifications.
3. Provide personal development feedback and prepare written reports on daily and weekly progress of students.
4. To research, design and prepare courses for the introduction of any new systems and applications.
5. Give practical demonstrations of Police Driving Systems.
6. To prepare and deliver training to outside organisations
7. To ensure a safe working environment for students and staff and that training activities have been risk assessed and are regularly reviewed.
8. To carry out associated clerical duties as necessary.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post. May 2015

DURHAM CONSTABULARY

PERSON SPECIFICATION

JOB TITLE: Zero hours Policing Skills Advanced Driver Trainer

DEPARTMENT: Learning & Development

EMPLOYEE	THE SUCCESSFUL APPLICANT SHOULD HAVE THE FOLLOWING:-	ASSESSMENT CRITERIA
Educational Attainment/ Professional Qualifications	<ul style="list-style-type: none">• 4 G.C.S.E. levels (Grade A to C) including English Language or Literature and Maths or an approved equivalent. An individual who possess an equivalent e.g. NVQ must provide evidence of Maths and English• NVQ3 or equivalent Advanced driving qualification in relation to Police Advanced Blue Light Driving <ol style="list-style-type: none">1) NVQ level 3 (or equivalent) training qualification e.g. Education & Training Award (PTLLS) or be willing to work towards and achieve this requirement within the first 6 months of appointment.2) Candidates will also be willing to work towards and achieve A1/TAQA assessor	<ul style="list-style-type: none">• Sift/Interview

	<p>accreditation within 12 months of appointment.</p> <p>If the successful candidate appointed into this role does not successfully complete the required training and attain the required qualifications as point 1) and 2) above, the individual may be subject to the provisions contained within the Force capability policy.</p>	
Work Experience	<ul style="list-style-type: none"> At least 5 year's professional Police Advanced Blue Light driving experience 	<ul style="list-style-type: none"> Sift /Interview
Knowledge/Skills/Aptitudes	<ul style="list-style-type: none"> Enhanced numerical skills e.g. time & distance calculations on drives to breaking distances. Enhanced literacy skills e.g. composition of original memos, letters or short reports on a regular basis Enhanced computer/keyboard skills e.g. for the input and retrieval of information from spreadsheet/database systems where accuracy is important 	<ul style="list-style-type: none"> Sift/Interview Sift/Interview Sift/Interview
Disposition	<ul style="list-style-type: none"> Able to work under pressure to meet specific deadlines Able to work on own initiative as well as part of a team 	<ul style="list-style-type: none"> Sift/Interview Sift/Interview

Special Requirements	<ul style="list-style-type: none"> • To be of the highest integrity • To have a respect for diversity and be committed to the principles of Equal Opportunities 	<ul style="list-style-type: none"> • Sift/Vetting/Interview • Sift/Interview

DURHAM CONSTABULARY

CONDITIONS OF APPOINTMENT

Policing Skills Driver Trainer

Place of Work:- People Standards & Development Command, Learning & Development Department – based at Meadowfield Centre of Excellence

Period of Casual Work:- You will be required to attend Police HQ Aykley Heads, (please report to Main Reception for 9 am), on the first morning of your employment as zero hours in order for your police staff identification card to be issued and to complete documentation for HR and payroll, before reporting for duty at the Learning & Development Department – based at Meadowfield Centre of Excellence.

Services to be provided by you: Appointment is that of a casual worker, performing services on an irregular arrangement. There is no obligation on the part of the Chief Constable to provide such casual work even when such work is available, nor is there any obligation placed upon you to accept any casual work that is duly offered.

As a casual worker, you will undertake specific engagements and have the right to choose, without penalty, whether or not to accept the offer of work. Once you accept the offer of casual work, there is an expectation that you will attend as indicated.

Remuneration: You will receive payment on a monthly basis based upon the number of hours you work.

Hours of Work: Your hours of work will be recorded on a timesheet and duly authorized.

Termination: - The Chief Constable reserves the right to terminate your engagement during the period of your casual work and will provide you with reasonable notice of one week, where practicable.

Leave: - As a casual worker your leave entitlement will be calculated on a pro rata basis to reflect the number of hours worked.

Sickness: - If you are unable to attend due to sickness you should contact a member of the management team. You will not be paid for sickness absence.

Pension: You will only be included in the Local Government Pension Scheme if you have a continuous engagement of 3 months or more duration.

A contracting out certificate is in force for the Local Government Pension Scheme.

Membership of Trade Unions: - You have the right to join a trade union and to take part in its activities.

Special Conditions: - The below policies and conditions are applicable to you:-

Achieving Fairness at Work Policy

Misconduct - Discipline Policy and Misconduct – Capability Policy

The Force Smoking Policy

Health & Safety Policy

Force Electronic and Communications Policy

Police Staff Standards of Behaviour Policy

Ownership of Intellectual Property Rights Guidance

The Official Secrets Act 1989

The Data Protection Act 1998

The Copyright, Designs and Patents Act 1988

The Computer Misuse Act 1990

The Equality Act 2010

Equality Commitment and Workplace Conduct Policy