

Job Description

Job descriptions should be no more than four pages when complete. In line with the Welsh Language Act you need to consider if Welsh is required for the role and complete as necessary.

Where you are amending an existing job description you must make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Driver Training Manager (Police Staff)	Grade: B004
Department: Learning and Development	Division: A Division (L&D)
Reports to: Superintendent Head of Driver Training and Standards	Contract Type: Permanent
Level of Vetting: <input type="text"/>	Numbers in Post: 1
Welsh language required <input type="checkbox"/>	
B Purpose of the Post	
The post holder will be responsible for the leadership and management of Driver Training for the force, including Driving Standards, which is integral to ensuring learning from near misses and adverse driving incidents, are addressed through training.	
C Dimensions of the Post	
The post holder will also be responsible for developing a five-year strategic training plan for Driver Training for both internal and external delivery. This will include a range of standard and specialist driving courses, and the post holder will need to ensure that training meets national policy and legal requirements at all times. They will need to work on their own initiative to engage and influence national driver policy to ensure Staff Responsibilities - Direct responsibility for two Police Sergeants or B Grade equivalents and 12 Second line reports.	
Contractual Direct responsibility for revenue budget related to the running of the Driving School of standard and specialist driving courses, and the post holder will need to ensure that training meets national policy and legal requirements at all times. They will need to work on their own initiative to engage and influence national driver policy to ensure Staff Responsibilities - Direct responsibility for two Police Sergeants or B Grade equivalents and 12 Second line reports.	
Contractual Direct responsibility for managing or creating contracts with the Home Office Forces, agencies where BTP contracts to deliver driver training. This will include training contracts valued between £500k - £1m per year and managing customer relationships with other forces and agencies BTP provides driver training to.	
D Principal Accountabilities	
<p>Failure to effectively deliver both internal and external training commitments could cause serious reputational damage to both BTP and other Home Office Forces, who would not be able answer emergency calls effectively, so the role is of critical importance.</p> <ul style="list-style-type: none"> Co-ordinate and manage the delivery of driver training and associated assessment, in compliance with legislation and in accordance with force requirements, planning and agreeing training provision for external agencies and organisations when necessary, planning to meet the training demand that supports the strategic needs of the force. Manage and motivate team and individual performance, participating in recruitment and selection, undertaking staff appraisals, addressing welfare, capability and discipline issues, advising on personal development, training and coaching, including the quality assurance, dip testing, assessment, 	
The role will play a critical part in ensuring Safe Driving at Work for BTP, and other emergency services, working with NPCC and the College of Policing. This includes a national role leading the development and delivery of a new Electric Vehicle Response Training Package, of which BTP is taking a leading role in writing for the College of Policing.	

allocation and throughput of work to enhance individual and team competencies, in order to maximise performance from individuals, enable a consistent high quality performance and ensure that a professional and efficient service is provided at all times. This includes absence management oversight for the Department.

- **Monitor, report on and develop course structures to ensure the optimum investment on return for courses delivered by the Driver Training team, encompassing post implementation and periodic review of training, creating plans and making recommendations on how to deliver products that are fit for purpose, identifying risk and advising on and preparing reports with options to ensure the department remains abreast of developments and financially responsible, assisting in the preparation of business cases for training programmes and Learning and Development business.**
- **Provide advice and guidance in relation to all aspects of driver training and associated standards, acting as the training subject matter Force expert, providing high quality advice and guidance on training strategies, policies, systems, programmes and priorities, training and occupational standards, accreditation requirements and legislative and regulatory impacts, in order to ensure a continuously high standard of training delivery throughout the Force.**
- **Manage and oversee vehicle testing for BTP, working with Finance and Procurement to ensure the vehicles purchased for by Chiltern Transport Consortium for the force are fit for the role they are required to perform, and that drivers are adequately trained to use them in line with national Policy, H&S at Work Act and PUWER Regulations. This includes a lead role ensuring that drivers are adequately trained in readiness for the switch to electric vehicles.**
- **Develop and maintain professional subject matter currency through participation and influence in local, regional national boards and working groups, developing contacts within other forces and organisations, maintaining an up to date knowledge of emerging issues and strategic considerations, reporting back and highlighting potential risk, planning and incorporating for any variance of material in training programmes, ensuring best practice is adopted and promulgated within the Department and Force.**
- **Will take on a national role working with the NPCC Lead for Driver Training and College of Policing to create a national policy and police driver training syllabus for Electric Vehicle Response Training. The individual will become the lead for electric vehicles sitting on the National Police Practitioner Group Training. They will be required to support other Home Office Force Driver Training Managers to implement the new training package as part of this national role.**
- **Quality assure all aspects of training for the force, through personal observation and dip testing to assure adherence to Force standards, providing coaching, feedback, advice and guidance or implementing improvement actions (e.g. HMICFRS recommendations) as appropriate, ensuring the consistent application of policy, practice and procedures in compliance with all relevant legislation, national guidance, force policy and associated standards.**
- **Provide management and oversight of the Driving Standards Officer (DSO), ensuring accidents, incidents, near misses and learning from incidents are addressed through the Driver Training Unit. The individual will also be required to provide evidence as the professional lead for driver training for IOPC investigation and legal proceedings.**

- **Contribute to the management and control of force training budgets, including external training, providing regular update reports as required, liaising with stakeholders, and ensuring that expenditure remains within agreed budgets. This will include exploring and seeking to maximise external funding opportunities and income generation initiatives.**
- **Contract management with external agencies, including payment and performance management. This includes BTP delivering services to external agencies, and where require external agencies delivering services to BTP, related to driver training.**
- **Provide regular management information and reports that update the Head of Driver Training and Standards, and Force Executive Board on Driver Training and Driving Standards across the force, including compliance with policy, legal requirements, and accidents/incidents.**
- **Undertake a variety of bespoke managerial functions that support the wider Learning and Development portfolio.**

E Decision Making

- **Management of Instructors to deliver internal and external training, and setting and delivery of a five year training plan.**
- **Recruitment, planning and deployment of Instructors to generate between £500k - £1m of income generation per annum.**

F Contact with Others

- Internal – Head of Learning and Development. Head of Driver training and Standards, Chief Superintendents and Superintendents/Heads of Department, L&D Service Team, IQA Team.
- External – NPCC, Home Office Driving School Managers, College of Policing, Chiltern Transport Consortium, and training managers for other forces and agencies that require driver training.

G Essential Criteria

- **Must hold a level 6 qualification in leadership, management and/or teaching or be willing to work towards one on appointment (funded BTP apprenticeship scheme).**
- **Must hold a recognised College of Policing Driving Instructors Qualification.**

- **Must have relevant teaching/training experience at level 4 or 5 (achieved or working toward).**
- **Influencing at a senior and national level for the delivery of emergency service training within policing.**
- **Experience of Managing Driving Standards Investigations, including Collision Investigations, Human Factors in Driving, Telematics and Post Incident Procedure (PIP).**
- **Experience of coordinating and managing Police Driver Training and Instructors**
- **Experience and knowledge of electric vehicles (including performance, testing, and training)**
- **Must hold or be willing to obtain assessor and verifier qualifications.**
- **Must be trained to assess and understand Human Factors in Police Driving.**

Qualifications and Training:

- College of Policing Trained Driving Instructor
- Advanced and specialist driver training (desirable)
- Level 4 or 5 teaching qualification (or actively working towards)
- Assessor or verifier qualification (or willing to undertake as part of role)
- Trained in Human Factors in Police Driving

Experience:

Excellent interpersonal and communication skills in Welsh

The post holder will be an experienced Police Driver Training professional, with experience of managing, designing, and implementing nationally compliant driver training.

They will be a College of Policing approved Police Driving Instructor, which will enable them to be both occupationally and operationally competent, in overseeing the performance and standards of Police Driving Instructors.

Their experience and training will allow them to ensure learner focused driver training, to national occupational standards and policy, ensuring a relentless focus on safe driving at work, employee, and public safety.

The post holder will be expected to influence the NPCC and College of Policing on national police driving matters, including training, standards, vehicles, and equipment. They will have specialist knowledge of electric vehicles as they will lead on the design and implementation of a new National College of Policing Training and awareness package.

Within BTP they will take a lead role in preparing the force and its drivers for the switch to electric vehicles, therefore their experience in electric vehicles,

performance, testing and training, will be critical in supporting the switch to a fully electric fleet.

As the lead professional for Driver Training and Standards they will take a prominent role in addressing poor driving behaviours and the oversight and investigation of driving incidents. They will have experience of managing IOPC engagement during serious collision investigations and Post Incident Procedure relating to Police Driving. The effective management of Police Collisions and Post Incident Procedure is essential to ensuring public trust and legitimacy of the force, especially where death or serious injury occurs to any member of the public because of Police Driving.

The BTP Driving Training Unit will be one of the largest in the country and will require an individual with excellent organisational skills and experience of managing and coordinating both internal and external driver training schedules. A significant part of the role will be ensuring that BTP drivers continue to remain accredited to drive police vehicles in accordance with College of Policing APP, and legal compliance with Section 19 of the Road Safety Act and Police Protection Bill. Evidence of delivering compliance in this area is essential to this role.

Human Factors are a significant factor in Police Collisions, and therefore the post holder will be required to demonstrate experience of investigating, assessing, and mitigating Human Factors in Police Driving, to improve Safe Driving at Work.

The post holder will have demonstrable experience of reducing police collisions at a strategic level. They must be able to evidence how they have been proactive in reducing collisions using a range of tactics.

Skills:

Excellent interpersonal and communication skills in Welsh

- Highly organised
- Commitment to Continued Professional Development
- High levels of emotional awareness, including active listening.
- Strong business acumen
- Strong stakeholder management skills

Knowledge:

APP Police Driving and relevant legislation relating to police driving.

Electric vehicles, including their performance, testing, and training.

Desirable criteria:

Formal Leadership and Management Qualifications, particularly financial management, leadership, and coaching (although these will be provided as part of the role through BTP apprenticeship development programme)

H Additional Information



For Panel to complete only:

Line Manager Approval: Superintendent Christopher Horton

Panel Approval: Jodie Townsend

Date:

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission