

Driving Examiner

Department: Infrastructure and Environment

Division: Operations & Transport

Reports to: DVS Operations Senior Manager

JE reference: IHE1044.4

Grade: 7

JE Date: 11/10/2024

Job purpose

To examine candidates for the purpose of obtaining licences to drive vehicles to a predetermined standard to ensure safety and competence. Ensuring road users are compliant of their statutory responsibilities, to ensure the highest possible standards of driver safety on the roads.

Job specific outcomes

Conduct practical driving examinations for all categories of vehicle and issue certificates of competence or failure to meet the established standards of driving proficiency.

Conduct theoretical and practical examinations of all applicants for registration as Approved Driving Instructors (ADI) and recommend acceptance or refusal of that registration to the Head of Driver and Vehicle Standards

Conduct theoretical and practical examinations of all applicants for registration as Public Service Vehicle (PSV) badge holders and recommend acceptance or refusal of that registration to the Head of Driver and Vehicle Standards

Providing a quality service to customers that is delivered in an accurate, professional, friendly, and supportive manner.

Ensure that vehicles used for the examinations meet the requirements of the category being examined, and is roadworthy. Check that candidates licence and insurance documents are accurate along with any other necessary paperwork.

Protect the public and property as far as practicable through the adoption of safe and acceptable levels of control of vehicles during driving examinations, with the ability to take control of the vehicle in order to avoid an accident or where a candidate is unable to complete the test.

Record all details of examination results and provide any required statistics, reporting any work related matters on the appropriate systems.

Carry out the functions of the 'Learner' theory test Invigilator as and when required.

Maintain an expert understanding of the relevant driving standards, legislation and best practice ensuring these are incorporated into their own work and that of the section.

Contribute ideas to continually improve services, to optimise efficiency, performance and customer experience.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Services

The role is responsible for the supervision of one of the following operational services:

Driver and Vehicle Standards

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>A good standard of education to GCSE or equivalent</p> <p>Qualified as a competent Driving Examiner at the Driving Standards Agency (DSA) or equivalent</p> <p>Equivalent to an NVQ Level 3 qualification (DVSA in UK have had the course externally invigilated to this Level)</p>	<p>Maths and English Grade C or above at GCSE level</p> <p>A-Level</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>A comprehensive working knowledge of various local Road Traffic, Motor Traffic, Driver Licencing and Registration Laws.</p> <p>A comprehensive knowledge of the Highway Code, as well as any other Laws relevant to conducting a legal driving test.</p> <p>A good technical knowledge of motor vehicles.</p> <p>A good working knowledge of the Island's roads.</p> <p>Remain up-to-date with developments in vehicle technology.</p> <p>A good working knowledge of Government of Jersey Safeguarding principles and practices.</p>	<p>Good knowledge of the activity and processes of Government</p> <p>The Departments priorities, key objectives, risks, and issues relevant to the department and the role</p> <p>Motor vehicles</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Computer and word processing skills to develop and maintain records and extract information.</p> <p>A current and clean driving licence for all categories of vehicles.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate,</i></p>	<p>Strong interpersonal skills with the ability to communicate effectively in writing and orally.</p> <p>The ability to work collaboratively with internal and external stakeholders.</p>	

<i>motivation or commitment etc.</i>	The ability to relax candidates in stressful situations.	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of driving a broad range of vehicles to a high standard.</p> <p>A proven track record of being able to communicate well and take objective decisions.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 5 core accountabilities, attributes and behaviour indicators.

Organisation chart

