

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

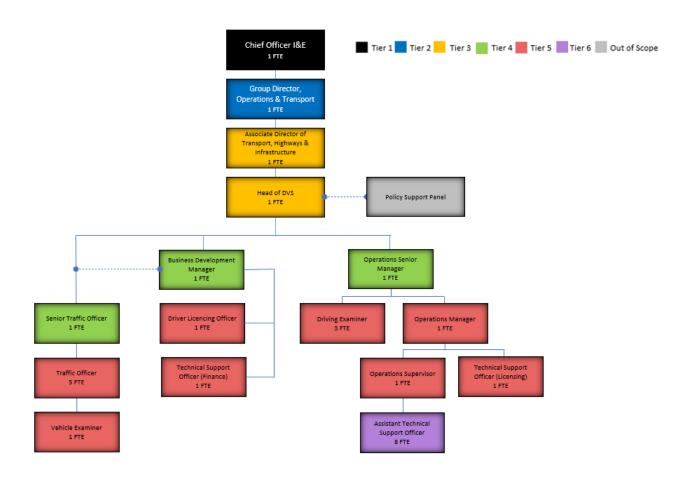
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

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



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

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

