

Invigilator

Department: Infrastructure, Housing and Environment

Division: Regulation

Reports to: Regulation Manager

JE reference: IHE1049

Grade: CS04

JE Date: 14/01/2021

Job purpose

Responsible for efficiently administering driver theory tests and ensuring a quality customer service is delivered in an accurate, professional and supportive manner.

Job specific outcomes

Undertake the following delegated responsibilities from the Head of Driver and Vehicle Standards (Inspector of Motor Traffic):

- Administer driver theory tests in accordance with the Road Traffic Law.
- Ensure the correct candidate is sitting the prescribed test by verifying all driving licence details match the application.
- Monitor the computer programme ensuring that it is functioning correctly and that the correct version of the test is set for each candidate.
- Invigilate test candidates to ensure all test procedures are adhered to.
- Assist candidates with the operation of theory test equipment.
- Print off and present test result certificates to candidates.
- Provide unsuccessful candidates with a brief explanation of the reasons for failure.
- Report any irregularities to the Regulation Manager.
- Produce ad hoc statistical reports for management.

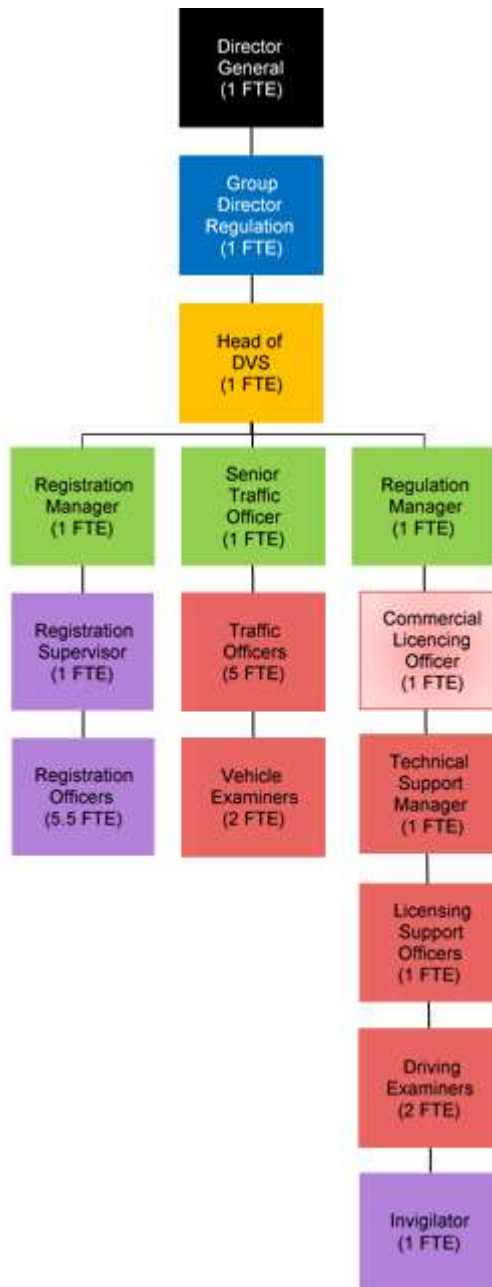
Statutory responsibilities

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

Services

- Driver theory test invigilator

Organisational structure



Tier 1
 Tier 2
 Tier 3
 Tier 4
 Tier 5
 Tier 6

Out of Scope
 TOM 2 (2021)

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 standard or equivalent</p>	<p>Maths an English Grade C or above at GCSE 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>The ability to acquire, assimilate and gain a solid working knowledge of the Road Traffic Law and is associated legislation.</p> <p>The ability to acquire good knowledge of routine work procedures.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government</p> <p>The Infrastructure, Housing and Environment priorities, key objectives</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 literate with ability to operate the Microsoft Office package.</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, motivation or commitment etc.</i></p>	<p>Strong relationship building skills, with the ability to deal with candidates that may be nervous or emotional.</p> <p>Good written and excellent communication skills, with the ability to communicate effectively to a range of stakeholders.</p>	
<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 working in a customer facing environment.</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 6 core accountabilities, attributes and behaviour indicators.

Organisation chart



Organisation chart

Regulation Directorate

