

Role Profile			
Part A - Grade & Structure Information			
Job Family Code	9RT	Role Title	Driving Standards and Compliance Manager
Grade	PS9	Reports to (role title)	Driver Training Manager
		Directorate/School	Surrey Fire and Rescue Service
JE Band	314-370	Service / Department	Learning and Development
		Date Role Profile was created	Aug-22
Part B - Job Family Description			
<p>The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.</p>			
Role Purpose including key outputs	<p>In conjunction with the Driver Training Manager, develop Key Performance Indicators (KPIs). Develop reporting mechanisms from new and existing systems to maximise benefits to the Service.</p> <p>Proactively analyse the data generated and put in place intervention strategies and improvement opportunities to ensure drivers behaviour and vehicle utilisation is efficient and effective.</p> <p>Monitor the use of the Driving License system to ensure the Service is meeting its legal requirements.</p> <p>Monitor the reports from the Service's Health and Safety system relating to vehicle collision in the Service, ensuring cohesion between the relevant teams and identifying trends for early intervention. Investigate and respond to the Notices of Intended Prosecution (NIP).</p> <p>Undertake horizon scanning to identify factors, including legislation, which might affect current driving practices/concepts.</p> <p>Identify and highlight opportunities for individual driver training to the Driver Training Manager.</p>		
Work Context	<p>The postholder will report to and work closely with the Driver Training Manager. Primarily based at Reigate, they may be required to different locations throughout Surrey as required.</p> <p>Surrey Fire and Rescue Service operates in a dynamic environment underpinned by a strong commitment in excelling in everything we do. The postholder will be instrumental in driving forward continuous improvement and continually delivering high quality outcomes.</p> <p>The postholder will establish strong relationships with a wide range of stakeholders at all levels across the Service. They will develop new systems to ensure that outputs provide benefits to the Service. They will monitor and report from both current and new systems to extract and draw conclusions from data in order to put intervention and improvement strategies in place.</p> <p>Whilst the postholder will work closely with the Driver Training Manager, they will be expected to work with a degree of autonomy and initiative to be able to reach the desired outcomes.</p>		
Line management responsibility if applicable	N/A		
Budget responsibility if applicable	N/A		
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none">• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. <p>Policy and Compliance</p> <ul style="list-style-type: none">• Input as required to the development of strategies and policies.• Provide guidance and support to stakeholders as required to ensure policy and specification compliance. <p>People & partnerships</p> <ul style="list-style-type: none">• Deliver high quality technical advice/ services engaging a range of stakeholders.• Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate.• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. <p>Resources</p> <ul style="list-style-type: none">• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures.• May have delegated responsibility for a budget(s). <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>		
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	<ul style="list-style-type: none">• Appropriate technical qualification at Degree, HND or HNC level.• May require a specialist technical qualification or membership of an appropriate professional institution.• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.• Ability to apply project management principles and techniques to manage a range of projects through to completion.• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.• Ability to work on own initiative, with solution focused problem solving skills.• Proven written and oral communication with the ability to engage and work in collaboration with others.• Comprehensive knowledge of computerised business systems.		
Details of the specific qualifications and/or experience if required for the role in line with the above description	<p>Experience of working in an emergency service.</p> <p>A recognised blue light response driving qualification.</p> <p>Category C LGV licence.</p> <p>Experience of vehicle collision investigation and proven track record in collision reduction.</p> <p>Clear understanding of the principles of GDPR.</p> <p>Proven ability to analyse data and information sources and identify further opportunities for reporting.</p> <p>Proven ability to liaise and engage with colleagues, members and partners of all levels within the organisation and build good working relationships.</p> <p>Advanced problem solving skills with the capability to devise and implement tailored solutions.</p> <p>Excellent IT skills, with the ability to use a wide range of IT applications especially Excel. (e.g. MS Office suite).</p> <p>Willing and able to work flexibly as part of a team, and travel between sites according to needs and work requirements.</p> <p>Commitment to delivering improvement in public service.</p>		
Role Summary	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>		
Reference Number	BM-2022-474		