



Gwasanaeth Tân ac Achub  
Fire and Rescue Service

# Driving Instructor Training and Development Department

## Candidate Information Pack

# Contents

Welcome from Justin Evans, Assistant Chief Fire Officer .....	3
Who we are .....	4
North Wales; A Place To Live, Work And Visit .....	6
The Role .....	7
What we can offer you .....	7
Job Description .....	9
Person Specification .....	14
Welsh Language Skills .....	17
Recruitment Timeline .....	18
How to Apply .....	18



# Welcome from Justin Evans, Assistant Chief Fire Officer

When people think of the Fire and Rescue Service, they often picture Firefighters responding to emergency incidents. While this remains a vital part of the Service, the work of North Wales Fire and Rescue Service extends far beyond frontline response.

Behind the scenes, a wide range of professional roles contribute to keeping communities safe, resilient, and well served. Among these, the role of Driving Instructor is central to ensuring that Service personnel have the knowledge, confidence, and practical skills required to drive safely, effectively, and professionally in a range of operational and non-operational environments.

This role plays a key part in maintaining high standards of driver competence across the Service. It involves planning, delivering, and evaluating driver training for staff who may be required to operate Service vehicles, supporting safe road use, compliance with relevant procedures, and the effective delivery of emergency and community safety services.

Responsibilities include delivering practical and theoretical driving instruction, assessing driver performance, maintaining accurate training records, providing constructive feedback, and supporting staff to develop safe and appropriate driving behaviours. The postholder will also contribute to refresher training, familiarisation with Service vehicles, and the promotion of best practice in relation to road safety and vehicle operation.

Working collaboratively with colleagues across departments and stations, the Driving Instructor helps ensure that personnel are prepared to operate vehicles safely in the varied conditions they may encounter across North Wales. The role requires strong communication skills, patience, professionalism, and the ability to adapt instruction to meet the needs of different learners and operational requirements.

As the demands placed upon Fire and Rescue Services continue to evolve, effective driver training remains essential to public and staff safety. This role is instrumental in helping the Service maintain a competent, confident, and safety-focused workforce capable of responding to incidents and supporting communities across the region.

Our core values centre on striving for excellence, serving the communities of North Wales, and treating people with respect and fairness. We are looking for individuals who share these values and are committed to making a meaningful contribution to keeping North Wales a safe place to live, work and visit.



## Who we are

North Wales Fire and Rescue Service's purpose is to Prevent, Protect, and Respond. To do this we employ more than 850 staff in operational and support roles.

We help to protect an area covering around 2,400 square miles and a resident population of over 700,000 people, as well as hundreds of thousands of visitors who travel in and out of North Wales every year.

On average, we go to around 2,000 fires and 1,000 non-fire emergencies such as road traffic collisions and flooding events every year. We also attend around 2,000 emergency calls that turn out to be false alarms.

We carry out extensive fire prevention work by visiting people in their homes, attending events, engaging with children and young people, and working with partners to educate and inform local communities. We also maintain an active presence in the media, including on social media.

Another part of our work is in a fire safety enforcement role, so we visit businesses and workplaces to make sure that the people responsible for those premises are keeping their fire safety arrangements up to standard.

North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

You can read more about our Core Values on the next page.

For more information about the Service please visit the [North Wales Fire and Rescue Service website](#).



# Our Core Values



# North Wales; A Place To Live, Work And Visit

Within the region of North Wales is Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham and Ynys Mon (pronounced 'un-iss morn', also known as Anglesey). Each county has something special to offer, whether you are looking for action and adventure or culture and heritage. Living and working in North Wales offers an excellent environment for anyone seeking an enhanced quality of life.

Long regarded as one of the most beautiful places in the UK, the area has much to offer. Being an area of outstanding landscape ranging from extensive sandy beaches and headlands to sheltered valleys, open moors and rugged mountains, there is something for everyone to enjoy. Tourism is a big contributor to the local economy with a wide variety of facilities across the region to attract the different visitors to the area each year, from high adrenaline zip lines, adventure parks and water sports to more relaxing walks exploring towns and countryside or visiting historical and cultural landmarks, including castles.

Whilst North Wales is close to nature and has open spaces close by, it is also well connected to the hustle and bustle of major towns and cities in the North West of England, such as Chester, Liverpool and Manchester. Rail transport links also connect the North Wales coast to major cities across the UK, with direct trains to London (in 3 – 4 hours), Birmingham and Manchester among others.

Food and drink play an important part of Welsh culture with food festivals and farmers markets taking place across the region to showcase the best food and drinks that Wales has to offer. Utilising locally sourced and seasonal produce, including freshly caught fish, tender local lamb, cheese, wine, ales and gin, there are plenty of places to eat catering to different tastes, including fine dining, gastro-pubs and bistro's as well as country pubs, tea rooms and cafés.

As per the 2021 Census, Wales has a population of just over 3.1 million, with approximately 18% of the population being Welsh speakers. The Welsh are passionate about the language, sport and culture with competitive festivals of Welsh music, poetry and art taking place annually - known as an Eisteddfod (pronounced ace-teth-vod). They are cultural festivals held through the medium of Welsh, providing a national stage for music, dance, literature, visual arts and performance. Whilst Welsh language is an important part of an Eisteddfod, the events are inclusive for all people to get involved so you don't need to be a Welsh speaker to attend and enjoy the day. People of all ages and abilities, including Welsh language learners are encouraged to participate in Eisteddfods, with the International Eisteddfod in Llangollen being held annually at the start of August, bringing together participants from all over the world to celebrate the different cultures, music and arts in one place.



# The Role

At North Wales Fire and Rescue Service, everyone contributes to protecting our communities and ensuring our staff are equipped to deliver a safe, effective and professional service. The Driving Instructor role is an important part of this, supporting the development of safe and competent drivers across the Service.

As a Driving Instructor, you will be responsible for planning, delivering and evaluating driver training for personnel who are required to operate Service vehicles. This will include providing practical and theoretical instruction, supporting learners to develop confidence and competence, and helping to maintain high standards of safe and professional driving.

You will assess driver performance, provide constructive feedback, maintain accurate training records and ensure that training is delivered in line with Service procedures, relevant legislation and recognised best practice. You will also support refresher training, vehicle familiarisation and continued development for staff across operational and support roles.

You will work in an environment where safety, professionalism, judgement and accountability are essential. The role requires strong communication skills, patience and the ability to adapt your approach to meet the needs of different learners, while reinforcing safe road use and responsible vehicle operation.

Working closely with colleagues across departments and fire stations, you will help ensure that personnel are prepared to drive safely in a range of operational and non-operational settings. Your contribution will support the Service's commitment to public safety, staff safety and the effective delivery of emergency and community safety services across North Wales.

## What we can offer you

### Pay

Grade 06

Salary: Starting at £31,537 to £34,434 per annum.

### Hours of work

This position is based on working 37 hours per week, Monday to Friday.

## Location of work

The Training and Development Department is based at Rhyl Community Fire Station, however, the nature of the role means you will be required to work at different fire service locations, therefore travel to other locations within the Service area will be required using a Service vehicle.

We also offer a great deal of flexibility and we try as much as possible to support staff to balance their work and home life. We have an agile working policy to facilitate virtual and home working where practicable for the role, which can be discussed further during interview.

## Benefits of employment

- Generous annual leave entitlement, starting at 25 days per year, plus public holidays
- Free on-site parking at all Service locations
- Flexi-time Scheme allowing staff to work flexibly
- North Wales Fire and Rescue Service uniform provided
- Access to the employer contributory Local Government Pension Scheme
- We will provide you with training, support and guidance to develop your potential
- Health, fitness and wellbeing support, including occupational health, colleague support, mental health champions, physical therapies and access to Service gyms
- A range of additional benefits such as cycle to work scheme and access to discounts from hundreds of retailers, leisure and service providers through a Corporate Blue Light Card.

# Job Description

<b>Post Title</b>	Driving Instructor	<b>Post Ref</b>	A60
<b>Department</b>	Training and Development	<b>Date</b>	May-2026
<b>Reports to</b>	Lead Driving Instructor	<b>Salary / Grade</b>	Grade 6
<b>Location</b>	Various throughout NWFRS footprint	<b>Hours per week</b>	37

## Overall Job Purpose

To deliver Driver Training provision for the Service, ensuring that all training and learning conforms to Health and Safety at Work Act and other legislative requirements.

## Principal Duties and Responsibilities

1. The Driving Instructor will be responsible, as directed, for the administration of the following courses:
  - Light vehicle assessment
  - Large goods vehicle assessment
  - Large goods vehicle driver training
  - Emergency Response Driver Training initial (ERDTi)
  - Emergency Response Driver Training refresher (ERDTr)

- Familiarisation driving courses on new vehicles and specialist role vehicles i.e. FLT, Hook lift, Turntable ladder etc.
  - Off road driving – Specialist off road vehicles over rough terrain
  - Trailer towing instruction, familiarisation and revalidation
  - CPD
2. In conjunction with the Heads of Response, Training and the Lead Driving Instructor, plan and programme current and future driver training needs (initial and refresher, inc. ERDT) of the Service. This is to include Light Vehicle, LGV, 4X4, Special Appliances including towing of trailers.
  3. Maintain and provide a detailed statistical breakdown of all driver training and related training that has been carried out.
  4. To act as liaison officer between relevant agencies including the D.V.S.A. and the Service, enabling up to date legislation, working practices and training policies to be maintained.
  5. Plan, organise and deliver driver development, training and assessment to meet Service delivery needs.
  6. In liaison with Human Resources and the Lead Driving Instructor ensure that the Authority satisfies its obligations to provide LGV medicals for appropriate categories of employees.
  7. Deliver Initial LGV driver training in line with relevant Service policies ensuring compliance with all appropriate Health and Safety regulations, to DVSA standards.
  8. Deliver Emergency Response Driver Training (ERDT) (Initial and Assessment) in line with relevant Service policies ensuring compliance with all appropriate Health and Safety regulations and legislative requirements.
  9. Liaise with Lead Driving Instructor, with regards to predetermined examination of driving courses to meet Service delivery needs.
  10. Deliver Light Vehicle ERDT (Category B vehicles e.g. Car, Vans etc.) training (Initial and Assessment) in line with relevant Service policies ensuring compliance with all appropriate Health and Safety regulations and legislative requirements.
  11. Deliver specialist Off-Road driver training in line with relevant Service policies ensuring compliance with all appropriate Health and Safety regulations.

12. Deliver Specialist driver training e.g. Forklift, Hook lift/ RO-RO, ALP, Turntable Ladder etc. in line with relevant Service policies ensuring compliance with all appropriate Health and Safety Regulations.
13. Carry out Vehicle Driving Assessments and identify remedial training for any driver, including drivers with identified training needs. Give verbal feedback and prepare written reports as necessary.
14. Liaise with external agencies to update on student/course progress in relation to examination of driving courses.
15. Liaise with external agencies to determine suitable training sites and book capacity to meet NWFRS' delivery requirements.
16. Liaise with Lead Driving Instructor/Training Managers/station personnel/Control regarding use and availability of Service vehicles.
17. Facilitate DVSA in house theory test preparation for students.
18. Liaise with ICT and external agencies regarding technical faults which impact delivery of training and development activities.
19. Complete student daily progress reports as applicable to course undertaken.
20. Ensure students have appropriate driver training and development resources.
21. Ensure welfare and wellbeing of students whilst undertaking driver training, development and assessment.
22. Attend all appropriate training courses and seminars, both internal and external, in support of the role of Service Driving Instructor.
23. Ensure cleanliness and mechanical efficiency of vehicles used for driver training at all times.
24. Liaise with Control and the Fleet Workshop department regarding the mechanical efficiency of vehicles used for driver training, and complete relevant documentation where necessary.
25. Ensure the cleanliness and security of garaging areas for driver training vehicles at all times.
26. Continuously review and revise training programme as required to meet Service delivery needs.

27. Attend internal and external courses, as well as carry out all relevant development training, to maintain professional competence to industry standard.  
This may include overnight commitments away from normal place of work/home address (CPD)
28. When appropriate, carry out identified training/examining to suit Service requirements (out of normal hours during evenings and/or weekends)
29. Driving Instructors will be required to complete a Level 3 Award in Assessing Competence in the Work Environment and Level 3 Award in Education and Training, or equivalent recognised qualification.
30. Commit to safeguarding and promoting the welfare of children, young people, and adults at risk of abuse and or neglect in the wider communities by reporting concerns to the Services Safeguarding Officer and/or Safeguarding Team.
31. Update and monitor training records in conjunction with driver training.
32. Any other duties commensurate with qualifications and experience.

## **Supervisory Responsibility**

None other than to supervise members of staff whilst undertaking driving instruction.

## **Financial Responsibility**

None

## **Contacts Outside Own Section**

Potential for contact with all Service personnel and departments, relating to the training/development function.

External customers and professional agencies.

Professional colleagues within other FRS's.

## **Language Requirements**

Welsh Level 2 – Speaking and Listening (to achieve this within 12 months of appointment). The ability to communicate in Welsh - Level 2 - requires that you can; Understand the gist of conversations in work. Respond to simple job-related requests and requests for information. Ask simple questions and understand simple responses. Express opinions in a limited way if the topic is familiar. Understand instructions when simple language is used.

## **Employment Checks / Specific Requirements**

DBS

## **Other**

The post holder will be required to attend a variety of other sites and establishments to conduct a range of tasks relevant to the duties and responsibilities of the post.

May be required to work indoors; however, outdoor predominantly whilst training personnel, usually within the cab of the vehicle. At certain times where appropriate, training is carried out outside the cab which may subject the individual to inclement weather conditions.

Flexible out of hours working is necessary (evenings and weekends, to be determined based on the training schedule). There is a basic pay enhancement of 8.5% of the annual salary for undertaking flexible out of hours working arrangements.

# Person Specification

## Qualifications Knowledge & Experience

### Essential

The qualities without which a post holder could not be appointed

Full UK driving licence

Category 'C' driving licence (no 78 restriction)

Category 'C' LGV Driving Instructor

Category C1E LGV Driving Instructor

Practical working knowledge of Microsoft Office suite.

LGV driving licence and three years' experience of driving LGV

Have a minimum of 2 years' experience as an LGV Driving Instructor

Be able to demonstrate a high personal level of driving skills (LGV)

Be able to demonstrate skills as a category 'C' LGV driving instructor

### Desirable

Extra qualities which can be used to choose between candidates who meet all the essential criteria

Off road driving instructor qualification

ADI – approved driving instructor (if not already held, achievement of DVSA ADI will be condition of contract)

ERDT driving instructor

Emergency Response Driver

Other specialist driver training (FLT, Hook lift, etc.)

NEBOSH/IOSH

First Aid Certificate

Recognised assessor qualification

## Skills

### Essential

The qualities without which a post holder could not be appointed

Well-developed interpersonal skills, consistent with modern working practices.

Have an understanding of the issues facing the delivery of Training/Assessment to personnel working a variety of duty systems.

Have an understanding of the demographic challenges within NWFRS and the implications for the delivery of Driver Training.

Be flexible with work patterns, in order to deliver organisational objectives.

Understanding the aims and objectives in line with Service values and mission statement.

The ability to organise and prioritise work, meet deadlines and respond positively under pressure.

The role also requires applicants to have a proactive, self-motivated approach, who can work as part of a team and on their own initiative.

The ability to foster a supportive development environment in which to encourage and motivate students to fulfil their potential.

The ability to deal with students in a sensitive manner with regard to possible contentious decisions on their driving ability.

The ability to work towards and achieve L2 in Welsh Language within 12 months of appointment (support will be given).

### Desirable

Extra qualities which can be used to choose between candidates who meet all the essential criteria

The ability to speak Welsh

## Other Relevant Requirements

### Essential

The qualities without which a post holder could not be appointed

The ability to pass DVSA ADI qualification – progress to be assessed within 12 months and achievement within an appropriately agreed timeframe.

Able to communicate effectively both verbally and in writing, having the ability to demonstrate professional credibility.

Standard DBS Check

Please Note: In order to be shortlisted for this post you will need to demonstrate that you meet all the essential criteria.

# Welsh Language Skills

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality.

We pride ourselves on having taken the issue of language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

The Welsh language requirement of this post is a level 2 and the required skills are set out below.

Skill Area	Welsh Language Standards Requirements
<b>Speaking / Listening</b>	<ul style="list-style-type: none"><li>• Able to understand the gist of conversations in work.</li><li>• Able to respond to simple job-related requests and requests for factual information.</li><li>• Able to ask simple questions and understand simple responses.</li><li>• Able to express opinions in a limited way as long as the topic is familiar.</li><li>• Able to understand instructions when simple language is used.</li></ul>
<b>Reading</b>	<ul style="list-style-type: none"><li>• Able to understand factual, routine information and the gist of non-routine information on familiar matters related to own job area e.g. in standard letters, leaflets</li></ul>

A short Welsh assessment will be undertaken at the start of employment and applicants who don't already speak Welsh to level 2 will have 12 months from appointment to the role to attain this.

We recognise that learning a language takes time and commitment and this requirement is in addition to learning a new role and the successful candidate will be supported to achieve the required level.



# Recruitment Timeline

Recruitment Activity	Date
Closing date:	12:00 on 10/08/2026

## How to Apply

To apply for this post, all candidates must complete our application form to be considered. The application form can be found on the [Current Vacancies](#) page of our website and completed forms should be submitted by email to [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales)

Please do not submit your CV with the Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

When completing your application, you will need to demonstrate that you meet all of the essential criteria as detailed in the person specification. Please familiarise yourself with the job description and the person specification within this information pack so you understand the essential qualifications, skills and attributes for the role. Whether or not you are shortlisted for an interview is based on the information you provide in your application form.

It would be helpful if you could let us know in good time if you would like us to make any reasonable adjustments for you.

Make sure you submit your application before the closing date as late applications will not be accepted.

If you have any issues accessing or completing the application form, please contact the Recruitment team: [recruitment@northwalesfire.gov.wales](mailto:recruitment@northwalesfire.gov.wales) or call 01745 535 281

## Further information

If you have any questions regarding this role or would like an informal chat before applying, please contact the Dave Griffiths, Training Delivery Manager on [Dave.Griffiths@northwalesfire.gov.wales](mailto:Dave.Griffiths@northwalesfire.gov.wales)

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We welcome correspondence and calls in Welsh and English and we will respond equally to both and will reply in your language of choice without delay. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.