

Position Title:	Driving Instructor
Business Unit:	Driver Training
Position Location:	Joblink Plus Driver Training
Position Reports To:	Business Manager – Driver Training
Direct Reports:	Nil
Award Classification:	Training and Placement Officer Grade 2

Joblink Plus employees show understanding and empathy for people from culturally diverse and disadvantaged backgrounds.

Purpose of the position:

1. To provide best practice driver education, facilitate and deliver the principles of low risk safe driving on our roads.

Position Duties and Responsibilities:

1. Prepare and conduct student and supervisor inductions.
2. Determine and prepare lesson plans for individual students.
3. Conduct lessons according to booking schedule.
4. Conduct driving lessons in accordance with Certificate IV Motor Vehicle Driver Training criteria and RMS regulations.
5. Communicate clearly and supportively with students and Driver Training staff.
6. Complete accurate assessments in student readiness for the P1 driving test, actively encouraging additional tuition based on the student rate of progress.
7. Process lesson payments and issue receipts when lessons commence and conclude off site.
8. Maintain vehicles and ensure they are clean and in an operational condition at all times, refuelling as required.
9. Keep abreast of new driver training methods to ensure the continued improvement of Joblink Plus Driver Training.
10. Maintain lesson and student records in accordance with RMS reporting requirements.
11. Accurately record student lessons and prepare and provide lesson feedback forms to students and Administration staff allocated to Driver Training.
12. Gather and report statistical information regarding referrals, lesson types and pass rates and other data as required.
13. Generate client business by liaising with Joblink Plus Managers and external parties.

General Accountabilities:

1. Demonstrate the Joblink Plus Vision, Mission and Values.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Demonstrate empathy for people from diverse and disadvantaged backgrounds.
4. Minimise the company's exposure to risk.
5. Ensure consistent delivery of the highest level of customer service.
6. Deliver agreed outcomes, on time and in accordance with best practice principles.
7. Develop an organisation environment that values and rewards integrity, trust and innovation.
8. Promote and implement the principles and practices of Equal Employment Opportunity (EEO) and Workplace Health & Safety (WH&S).
9. Promote and implement the principles of personal accountability with relation to discrimination in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions.
10. Apply continuous improvement principles and practices to all aspects of operation.
11. Maintain confidentiality in all Joblink Plus operations.
12. Develop and maintain solid working relationships with your Manager, team and stakeholders.
13. Conduct all relevant administrative functions in a timely and accurate manner.
14. Perform other duties as directed (within the skill range of the employee).

Essential Competencies

Skills	Written and verbal communication, able to build rapport and sustain working relationships Customer Service Time management and organisation Administration, reporting, computer applications, MS Office Suite		
Behavioural	Resilience Integrity Initiative	Autonomy Driven Organised	Professional Innovative Adaptable
Knowledge	RMS regulations and NSW road rules		
Qualifications	Certificate IV Transport & Logistics (Road Transport – Car Driving Instruction) – TLI41210 (or willingness to obtain)		
Experience	Minimum 10 years driving experience and a clean driving record		
Licences	Current Australian Class C drivers licence		
Other	Current working with children check		

