

Position Description

Driving Instructor



Position Title:	Driving Instructor
Business Unit:	Driver Training
Location:	Central West
Reports To:	Driver Training Program Manager
Direct Reports:	Nil
Parameters:	Casual
Date Prepared:	3 December 2020
Approved By:	Executive Leader People and Culture

Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes.

Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work.

Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity.

There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.

Purpose of the Position:

To provide best practice driver education, facilitate and deliver the principles of low risk safe driving on our roads via driving lesson instruction, and course/workshop facilitation where required.

Position Responsibilities and Duties:

1. Prepare and conduct student and supervisor inductions in Newcastle and surrounding suburbs as required.
2. Determine and prepare lesson plans for individual students.
3. Conduct lessons according to booking schedule as set by Driver Training Administration staff.
4. Conduct driving lessons in accordance with Certificate IV in Transport & Logistics (Road Transport Car Driving Instruction), Driving Instructors Act 1992 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 always clean and in an operational condition, refuelling as required, and report any maintenance issues to the Driver Training Program Manager immediately.

Position Description

Driving Instructor



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 Driver Training Administration Staff.
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 Responsibilities:

1. Demonstrate the Joblink Plus Purpose and Principles.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Shared commitment to a positive pursuit of safety; driven by active involvement in identifying hazards and controlling risks, following WHS policies and procedures
4. Promote and implement the principles of personal accountability with relation to discrimination and harassment in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions

Organisational Environment

This position is based in the Greater Newcastle/Hunter Region, however, will be required to travel to the Central West area occasionally. The incumbent will primarily work independently supporting individuals to gain their licence.

Essential Competencies, Qualifications and Experience

Skills & Knowledge	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
Experience	Minimum 10 years driving experience and a clean driving record
Qualifications & Check Requirements	Current C class drivers' licence Certificate IV in Transport & Logistics (Road Transport Car Driving Instruction) Satisfactory Australian Criminal History Check Current and valid NSW Working with Children Check
Personal Qualities & Behavioural Traits	Ability to collaborate with others; understand the behaviour, needs and concerns of others and use this to work effectively with people across boundaries Builds collaborative relationships with internal and external clients and

Position Description

Driving Instructor

	<p>stakeholders</p> <p>Excellent communication skills with the ability to listen to others and convey information clearly, accurately, logically and concisely</p> <p>To be reliable and have a commitment to fulfil the position</p> <p>Ability to establish and maintain appropriate personal and professional boundaries</p> <p>Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure</p>

Desirable Competencies, Qualifications and Experience

Skills and Knowledge	Knowledge of current Transport for NSW legislative requirements and standards, including licencing conditions and procedures for learners and provisional drivers.
Experience	Driving Instruction as a licenced instructor
Qualifications	Certificate IV in Training & Assessment – TAE40116 or equivalent Ability and willingness to deliver Modules 1 and 2 of the Safer Drivers Course and other courses and workshops regarding safer driving practices
Personal Qualities & Behavioural Traits	Ability to build positive relationships Approachable Respectful

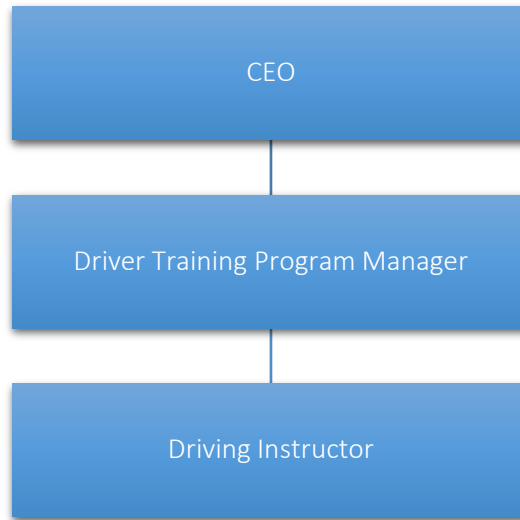
Other Matters

- The Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and perform other accountabilities and responsibilities reasonably required to meet the demands of the role and the purpose of the position.
- As a member of the Joblink Plus team, all employees may be required to perform other duties within their capabilities from time to time to meet the needs of Joblink Plus.

Position Description

Driving Instructor

Organisational Structure



Acknowledgement:

I have reviewed and understand the content of the position description and believe it to be accurate of what I am employed to do.

I understand that Joblink Plus retains the right to change the position description as deemed necessary.

I will follow and adhere to my position description and the requirements of my position to the best of my ability.

I acknowledge that I have read and discussed this position description and understand my duties and responsibilities.

Name

Signature

Date