

**Driving Instructor/Assessor (Grade V)**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Driving Instructor/Assessor Grade V(Grade Code: 0566)  |
| **Campaign Reference** | NRS14802 |
| **Closing Date** | 16th July 2025 at 12 noon  |
| **Proposed Interview Date (s)** | Candidates will normally be given at least two weeks' notice of interview.  |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | There are currently four permanent whole-time vacancies within the National Ambulance Service Colleges. One in each of the following locations: * National Ambulance Service College Tullamore
* National Ambulance Service College Ballinasloe
* National Ambulance Service College Tallaght
* National Ambulance Service College Cork

The successful candidates must be available to deliver courses in any of the above colleges, as determined by operational demand.A panel may be formed as a result of this campaign for Driving Instructor/Assessor (Grade V) National Ambulance Service from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries**  | Tom Brady, Driver Training Lead, (phone) 087-9829407 Email: Tom.Brady@hse.ie |
| **Details of Service** | The National Ambulance Service (NAS) is the statutory Pre-Hospital urgent, emergency and critical care and retrieval provider for the State. The NAS mission is to serve the needs of patients and the public as part of an integrated health system, through the provision of high quality, safe and patient centred services. This care begins immediately at the time that the emergency call is received, continues through to the safe treatment, transportation and handover of the patient to the clinical team at the receiving hospital or emergency department. Serving a population of over 5 million people, the NAS responds to over 400,000 ambulance calls each year, employs over 2400 staff across 118 locations and has a fleet of more than 620 vehicles. In conjunction with its partners the NAS transports approximately 33,000 patients via an Intermediate Care Service, co-ordinates and dispatches more than 800 Aero Medical / Air Ambulance calls, completes 600 paediatric and neonatal transfers and supports Community First Responder Schemes.In 2025, the National Ambulance Service will continue implementation of a strategic plan, NAS Strategy 2025 to 2034, which is focused on ensuring the delivery of patient centred care. It brings together recommendations from a wide series of reviews into a single plan. A critical element to the implementation of this plan is the transferring of models of care that will see the service utilise other alternative services for our patients, other than the emergency department |
| **Reporting Relationship** | The post holder will report to the Chief Ambulance Officer, Head of Education & Competency Assurance or Designated Manager |
| **Key Working Relationships** | * NAS College Senior Management
* Driver Training Lead
* Paramedicine Tutors
* Principal Paramedicine Tutors
* Education Competency and Assurance Officers
* Student Paramedics
* EMT’s
* Road Safety Agency
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| **Purpose of the Post**  | The principle purpose of the post is the provision of driver training and assessment within the NAS. In support of this activity the post holder will be required to support the on-going development of driving standards and legislation applicable to the NAS where appropriate. Additionally, the post holder will be responsible for supporting, monitoring and directing driver competency within the NAS in consultation with the Driver Training Lead. The post holder will be responsible for managing any identified driver related remediation for staff member(s).The post holder will be responsible for monitoring and evaluation of the efficiency and effectiveness of current driving competency practices and promotion of effective and workable policies and work practices that are safety oriented, customer and quality focused and add value to service objectives. S/he will also advise and prepare reports on internal and external environmental factors relevant to driving duties that have the potential to impact on service delivery.In order to address exigencies of the service, may be required to assist NAS with associated relevant training requirements appropriate to their qualifications and experience. |
| **Principal Duties and Responsibilities** | **People Management and Education*** Identify the education needs as they relate to driving competency for all NAS staff (Managerial, Administrative, Operational, Control, etc.) and contribute to the development and implementation of subsequent national plans and timescales.
* Initiate and maintain all associated records in a computerised format and prepare monthly reports relating to progress on implementation.
* Implement, deliver and oversee driving related elements of the Induction Programme and the education of all new entrants to the NAS in any grade.
* Implement, deliver and oversee other aspects of Induction Programme and education of all new entrants to the NAS in any grade as appropriate
* Provide leadership within their area of service delivery by communicating a vision and inspiring others to work towards common goals.
* Interface and communicate with staff, service users, staff representatives, relevant regulatory bodies and other stakeholders in relation to Training and Development issues.
* Identify future staffing needs and participate in selection & recruitment of high quality personnel, including the management of the aptitude testing process and/or any element of a driving assessment.
* Pro-actively seek opportunities for development of self and others, based on individual need and service priorities.
* Validate payroll claims by staff undertaking training programmes.
* Agree performance objectives for self with the Driver Training Lead or designate.
* Support other managers in the performance of their duties where required to do so.
* Work in collaboration with Ambulance Officers - Operations Resource to arrange staff release for driving related training purposes.

**Driving Competency Supervision*** Ensure and support practice in compliance with the legislative and regulatory requirements appropriate to driving competency.
* Rotate through Ambulance crews and solo responders as and when required to evaluate performance and maintain personal competency profile.
* Monitor the driving performance of operational staff within approved guidelines and Standard Operating Procedures and carry out necessary appraisals.
* Oversee the management and completion of relevant driving and vehicle related documentation by all Ambulance crews, ensuring strict compliance with legislative, regulatory and data protection regulations in conjunction with Ambulance Officers - Operational Resource and Paramedic Supervisors.

**Driving Competency Support and Audit*** Oversee the NAS’s contribution to Continuing Professional Developmental opportunities availed of by individual staff members.
* Liaise with external agencies with similar functional profiles such as Fire Services, An Garda Siochana etc. to ensure that NAS staff are operating to current best practice.
* Monitor and implement relevant audit procedures relating to vehicle usage and staff performance and ensure remedial training is carried out.
* Support and improve the quality of service and patient care in close liaison with the ECAT and Operational management.

**Financial and Resource Management*** Ensure all essential and planned maintenance of training equipment and vehicles is carried out in the most cost-effective manner.
* Ensure that effective systems and arrangements are complied with to support the financial management of the NAS within allocated budget.
* Ensure that appropriate maintenance contracts are in place for training equipment and vehicles, and that these are implemented and subject to on-going review.
* Prepare and implement Standard Operating Procedures required to improve the driving performance of the NAS.

**Service Planning & Delivery** * Assist the NASC with training requirements as required within the scope of the role, qualifications and experience.
* Maintain & review appropriate data, records and information with a view to producing timely management reports.
* Anticipate issues / difficulties where possible, and find solutions to problems.
* Actively participate in the service planning & review process, based on a thorough analysis of all relevant information and develop quality service options for appraisal, which are responsive to consumer needs.
* Maintain & review appropriate regional and national data, records and information with a view to producing timely management reports.
* Participate in multidisciplinary / interagency activities as appropriate including the maintenance of relationships with voluntary organisations.
* Develop and implement projects as assigned by the Head of Education and Competency Assurance or designated alternate.

**Risk Management & Business Continuity*** Ensure that all training and educational activities comply with the Health and Safety legislation and the NAS’s Health and Safety Statements.
* Ensure all new staff are familiarised with the NAS Service’s Health and Safety Statement as part of Service’s Induction process.
* Participate in Health and Safety Committees where required.
* Ensure that all training and educational activities comply with relevant Road Traffic Legislation, Regulations and Standards of appropriate regulatory bodies such as the RSA and the NAS’s Driving and Vehicle usage policies.
* Be personally responsible for not undertaking any task or action which would knowingly cause risk to themselves, others, or to the National Ambulance Service.
* As far as is reasonably practicable, attempt to prevent other people from undertaking tasks or actions which would knowingly cause risk to themselves, others, or to the Health Service Executive National Ambulance Service.
* Identify and report actual or potential hazards/risks in the work environment in accordance with the National Ambulance Service Safety Statement.
* Participate in briefing/training sessions and carry out any agreed control measures and duties as instructed.
* Take immediate action to minimise risks where it is reasonably practicable to do so.
* Assist in the development and implementation of codes of best practice in partnership with relevant NAS management and the appropriate legal and regulatory authorities.
* Ensure that driving related complaints concerning the NAS are investigated promptly and in accordance with HSE Policy and that remedial action is taken where appropriate.
* Ensure that policy documentation, including VDI forms etc, are safely stored, managed and made available to relevant staff /users.
* Ensure the NAS is capable of effective response to untoward incidents.
* If required, provide leadership and support during ulti-casualty incidents, and other critical incidents including incident de-briefs appropriate to the level of qualification.
* Participate in exercises and training sessions designed to improve the ability of the NAS to respond to a Major Emergency.
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**Quality Assurance** * The National Ambulance Service College (NASC) ensures the on-going quality improvement of its teaching and course delivery through constant internal quality assurance reviews. This includes regular evaluation of all courses delivered in line with appropriate accreditation standards, faculty, staff and student feedback. These reviews are managed by the relevant manager who has overall responsibility for quality assurance in NASC with the assistance of the ECAO and all appropriate instructors.
* Arrange to audit and review all notified traffic violations within NAS to ensure compliance with established NAS policies and procedures.
* To work with NAS HR to ensure appropriate adherence to organisational driving standards.

**Confidentiality*** Maintain confidentiality in relation to personal data held for colleagues and patients, ensuring it is processed lawfully; for no purpose other than for which it was intended; is relevant to that purpose; is retained for no longer than is necessary; is processed in accordance with the rights of the subject to access and accuracy; and is protected from accidental loss or damage in accordance with the requirements of the Data Protection Act 1988 and 2003, and records management guidance.
* Maintain confidentiality of patient identifiable personal data using a non-identifiable alternative, where practicable, and limiting access on a strictly need to know basis.

**Other Requirements of the Post*** As a driver of a marked service vehicle the driving tutor will be required to achieve and maintain certification at both (PHECC) Cardiac First Responder and Emergency First Responder levels. Appropriate training will be provided if necessary.
* In this regard, the driving tutor will be personally responsible for the maintenance of any associated CPD.
* Will be required to become competent in the system of car control and successfully complete all levels of the Emergency Service Driving Standards as described by the Road Safety Authority.
* Will be required to successfully complete any and all necessary instructional courses required to teach/assess the Emergency Service Driving Standards as described by the Road Safety Authority.
* Will be required to complete instructional programmes relevant to the position and role.
* Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
* To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

**The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**  |
| **Eligibility Criteria****Qualifications and/ or experience** | 1. Eligible applicants will be those who on the closing date for the competition:
2. Are the holder of a full unendorsed Class **C1** driving licence **(Note: UK 101 or NI 79 Restriction is not acceptable).**

**And**1. Possess DERADI Driving Instructor Qualification or be a Garda (Police) Class 1 Instructor or be a certified Emergency Services Driving Standard (ESDS) Trainer (minimum of level 2).

**And**1. Candidates must have a minimum of two years of driving instruction experience, and be able to deliver training on B Category and C1 Category vehicles.

**And**1. Have experience in working in an emergency (Blue Light) service.

**And**1. Candidates must possess the requisite knowledge and ability, including a high standard of suitability and management ability), for the proper discharge of the duties of the office.
2. **Health**

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. 1. **Character**

Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements** | * Experience in the delivery of training on B Category and C1 Category vehicles.
* Experience working in an emergency (Blue Light) service.
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| **Other requirements specific to the post** | * Access to appropriate transport to fulfil the requirements of the role as the post will involve travel.
* This role, while not in the Operations Directorate, wearing operational uniform (green/white) as an exemplar of professionalism is a mandatory requirement when engaging with students and clinical staff.
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| **Skills, competencies and/or knowledge** | **Professional Knowledge*** Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.
* Demonstrable knowledge of the “Roadcraft” system of vehicle control for emergency service driving
* Experience delivering driver training programmes – B and C1 Categories
* Experience completing assessments and evaluations
* Have an up to date knowledge of current driving legislation
* Knowledge of Health Service reforms and how they impact on the National Ambulance Service.
* Demonstrate a sound knowledge of Human Resource management and practice in Staff Development
* Demonstrate knowledge of Training and Instructional Techniques
* Demonstrate significant knowledge of relevant legislation and regulation related to vehicle use
* Have experience in managing own workload
* Demonstrate evidence of working collaboratively with multiple stakeholders

**Planning and Managing Resources*** Demonstrate the ability to effectively manage NAS resources and practice
* Demonstrate the ability to plan and prioritise resources to ensure safe practice and maximise effectiveness to the service.

**Initiation and Management of Change** * Demonstrate commitment as a change agent towards the development of the National Ambulance Service
* Demonstrate the ability to effectively lead others
* Demonstrate examples of working effectively with people who possess a variety of skills, experience and interests in order to bring maximum benefit to the NAS
* Demonstrate sound problem solving/decision making ability
* Be innovative and encourages innovation in others

**Managing Self and Others*** Credible as a leader and decision maker
* Demonstrate the ability to identify strengths and weaknesses of team members and provide opportunities for improvement
* Demonstrate the ability to work with other members of the multidisciplinary team to ensure maximum effectiveness and efficient use of personnel
* Have the ability to effectively motivate others

**Communication Interpersonal Skills*** Demonstrates strong communication and interpersonal skills
* Presents compelling arguments by understanding and anticipating the agendas of others. Uses information and facts to build an effective case; will involve and consult with key stakeholders tactfully and listen to their views.
* Ability to work in partnership with a wide variety of stakeholders
* Demonstrate an ability to build and maintain relationships/work as part of a multi-disciplinary team
* Balances diplomacy with assertiveness
* Demonstrate the ability to negotiate effectively
* Effective conflict management skills
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| **Campaign Specific Selection Process****Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion**  | The HSE is an equal opportunities employer.Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html)  |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf).  |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. |

**Driving Instructor/Assessor (Grade V)**

**Terms and Conditions of Employment**

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| **Tenure**  | The current vacancies available are permanent and whole time. The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration**  | The Salary Scale for the post is (as at 01/03/2025): €51,206 - €52,738 - €54,300 - €55,897 - €57,503 - **€59,375 - €61,253 LSIs**The salary for this role reflects the requirements set out in the eligibility criteria and is all inclusive. Hence no other allowances, including qualification allowance, or payments are payable.New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **35** hours per week. Your normal weekly working hours are **35** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.***\* Public Servants not affected by this legislation:***Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:* Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work.
* Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection.
* Consulting and communicating with staff and safety representatives on OSH matters.
* Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee.
* Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3).
* Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.
* Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.

**Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.  |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)