# TERMS & CONDITIONS

Job Title: Driver Trainer/Instructor

You will be based at Fire Service Headquarters, Birkenshaw and Huddersfield Fire Station or in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

Salary is Grade 6: £30,151 rising to £32,909 by 4 annual increments.

Salaries paid 4 weekly by credit transfer to bank or building society.

The normal working week is 37 hours from Monday to Friday with a minimum  break of 20 minutes. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

Candidates will be required to work flexibly in relation to the needs of the post and the service including occasionally working weekends and public holidays (with advance notice) for which enhanced overtime will be or TOIL will be paid at time and half for Monday to Saturday evenings with double time on Sundays.

Leave entitlement, if working 5 days per week the full years entitlement will be 25 days rising to 30 - after 5 years’ service - plus any statutory public holidays that may fall – Working less than 5 days per week this leave will be pro-rated accordingly.

Automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

The position is subject to a 6 months probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line manager after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. Probation may be extended. However if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

We offer an excellent package, full training and development including LGV driver training, emergency response driving instructing, 37 hour flexible working week, local government pension scheme, free parking, Sports and Social Club with free use of gym and uniform provided.

The successful postholder will be required to wear a uniform.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The post requires a full valid car driving licence.You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.

The post is subject to receipt of satisfactory references, full medical screening and completion of Baseline Personnel Security Standard checks.