



JOB DESCRIPTION

Approved Driving Instructor Driving Advisor

Professional Qualification:	Minimum DVSA Grade 4 or B
Pay:	£31,074 pro rata
Hours per week:	22.5 (to be worked over 3 days Monday – Friday)
Location:	Southampton and Outreach Centres in Basingstoke, Isle of Wight, Salisbury and Ferndown
Accountable to:	Centre Manager

Purpose of Role: To work alone or with other Approved Driving Instructor (ADI) and Occupational Therapist (OT) Driving Advisors to provide a comprehensive assessment of fitness to drive and adaptation requirements and to offer advice and recommendations to clients and referring agencies; supported by senior Driving Advisors.

Core Roles

1. To work alone or with other Driving Advisors to carry out the pre-drive assessment, both physical and cognitive, with all clients, supported where necessary by senior Driving Advisors.
2. To carry out in-car assessments, both physical and cognitive, with all clients, either with other Driving Advisors or alone, as appropriate.
3. To make appropriate recommendations to clients on the day of assessment, supported where necessary by senior Driving Advisors.
4. To produce, in collaboration with other Driving Advisors when appropriate, a comprehensive, concise written report, processed in a timely manner, following an assessment.

Other Roles and Responsibilities

1. To promote the work of the Centre through participation in Centre open days, external exhibitions, talks etc. in liaison with a senior Assessor or the Centre Manager.
2. To contact clients, if required, for information prior to assessment and for post-assessment support.
3. To provide telephone advice and information to clients in support of the Client Administration team.
4. To ensure that client related data is kept confidential and not disclosed to any persons not involved in the care of that client without their permission.
5. To ensure the safety and well-being of staff, clients and visitors within the assessment environment.
6. To ensure that assessment vehicles, adaptations and aids are fit for purpose prior to assessment and to report any unresolvable issues to senior Assessor or the Centre Manager.
7. To assist in the updating of vehicle, adaptations and equipment leaflets as required.
8. To keep up to date with relevant professional knowledge and to share this with the assessment team.
9. To ensure that your own working practice is guided by your professional body and WDA regulations, policies and procedures.
10. To undertake relevant training opportunities and be responsible for personal continuing professional development.
11. To maintain good working relationships and clear communications with colleagues, other centres, external organisations and the public.
12. To put forward any ideas for future development or enhancement of the services offered by WDA to the Centre Manager
13. To liaise with manufacturers to arrange equipment demonstrations with agreement of a senior Assessor or the Centre Manager.

14. To develop and improve, in liaison with the Centre Manager, the procedures and practices used in driving assessments in accordance with Driving Mobility's Standards Policy.
15. To assist in the organisation and delivery of in-house training days in liaison with a senior Assessor or the Centre Manager.
16. To participate in working parties, industry meetings or conferences (e.g. DVLA, Driving Mobility AGM and Working Groups, DfT, Hants Constabulary) relevant to the assessment role, in liaison with the Centre Manager.
17. To assist the Centre Manager with audits and evaluations as required.
18. To undertake other appropriate tasks that assist in the day to day running and development of WDA.