



Driver & Vehicle
Standards
Agency

Administrative Officer – ADI Approvals and decisions

Reference: 330491

Closing Date: 14th January

Location: Nottingham

Salary: £23,847

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million
driving tests each year



38.5 million
MOT certificates issued each year



2 million
theory tests each year



31,958
defective vehicles discovered each year

Working at DVSA

We offer a wide range of employee benefits, such as:

| Personal development | Rewards | Great work/life balance |
|---|--|---|
| Access to in-role apprenticeships up to level 7 | Employer pension contribution rate of up to 30.3% | Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency |
| Study leave | Tax free childcare scheme | Generous parental and carer schemes |
| 3 paid volunteer days per year | 25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the Queen's Birthday. | Flexible working, including part-time working and job share options |
| Individual Personal Development Plans | Special recognition awards | Free health checks including workplace adjustments |
| Minimum of 5 funded training days per year, plus 6-month development opportunities | Cycle to work scheme | Help and support with your home and work life, and wellbeing |

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of and champion Stonewall Diversity, Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



About the job

As a ADI Approvals and decisions Administrative Officer, you will: The job holder reports directly to one of two EOs and is responsible for all aspects of ADI Registration, from first application to removal ensuring that all actions are in accordance with legislation, correctly recorded on TARS and relevant documents scanned. This involves being responsible for an allocation of instructors and undertaking every process of registration from first application, through renewals and recommendations to the Registrar for refusal and removal in relation to trainee licences or the standards check.

They will also be responsible for all aspects relating to the administration of the voluntary ADI-based Fleet and ORDIT registers.

The role requires close working with the Fit and Proper team about any cautions or convictions, both motoring and non-motoring, close working with the Deployment team in Operations about standards check invites and non- attendance and close working with the appeals manager in cases where the ADI/PDI appeals to the first tier Transport Tribunal.

Activities may include:

Administration of the ADI Register

Carry out all actions relating to those applying to join and those on the ADI Register including:

- processing all applications including initial applications; trainee licences; first registration; renewal; re-registration and dealing with all related queries
- obtaining representations from instructors and making evidence-based recommendations to the Registrar for second trainee licence applications, non-compliance with conditions of first trainee licences and standards check refusal or failure
- dealing with notifications of ADIs' driving convictions and issue appropriate warning or refer to the Fit and proper team, as appropriate.
- assisting the Appeals Manager to collate all evidence for statements of case and appeal hearings
- processing removals from the Register, including requests for refunds and ex gratia payments
- ensuring that all information on TARS is used correctly and updated promptly
- process all cases promptly and within services standards
- dealing with telephone, email and written enquiries about registration promptly

- promoting digital by default by encouraging and assisting instructors to update their details and make applications online as first option
- following the agreed process on receipt of notification from ADIs who are unable to instruct due to ill health, maternity
- dealing with the administrative process for ADIs who wish to resign from the Register.

Working as part of a wider team

- Working as part of the wider ADI team as and when required to, including covering the work of colleagues who are absent
- Participate in team meetings – contribute ideas and share information

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal statement examples against the Job Description and Person Specification.

Essential skills and Essential experience

- Excellent organizational and administrative skills
- Able to communicate effectively with individuals, across teams and at various levels
- Ability to interpret regulation and legislation.
- Good knowledge of IT systems, particularly Word, Excel and Email applications with associated keyboard skills

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) during the selection process.

- **Making Effective decisions**
- **Delivering at Pace**
- **Working Together**

Interviews will include a blend of [Behaviour](#) and [Strength](#) questions.

Success Profile Level 1

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 2 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (750 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will be a blend of Interviews will include a blend of [Behaviour](#) and [Strength](#), questions.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the role profile, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

Closing date: 14th January 2024

Shortlisting: 15th & 16th January 2024

Interviews: w/c 29th January 2024

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



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DVSA

1 Unity Square
Queensbridge Road
Nottingham NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: nick.taylor@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk

Helping you **stay safe** on **Britain's roads**