



Driver & Vehicle
Standards
Agency

Vehicle Examiner

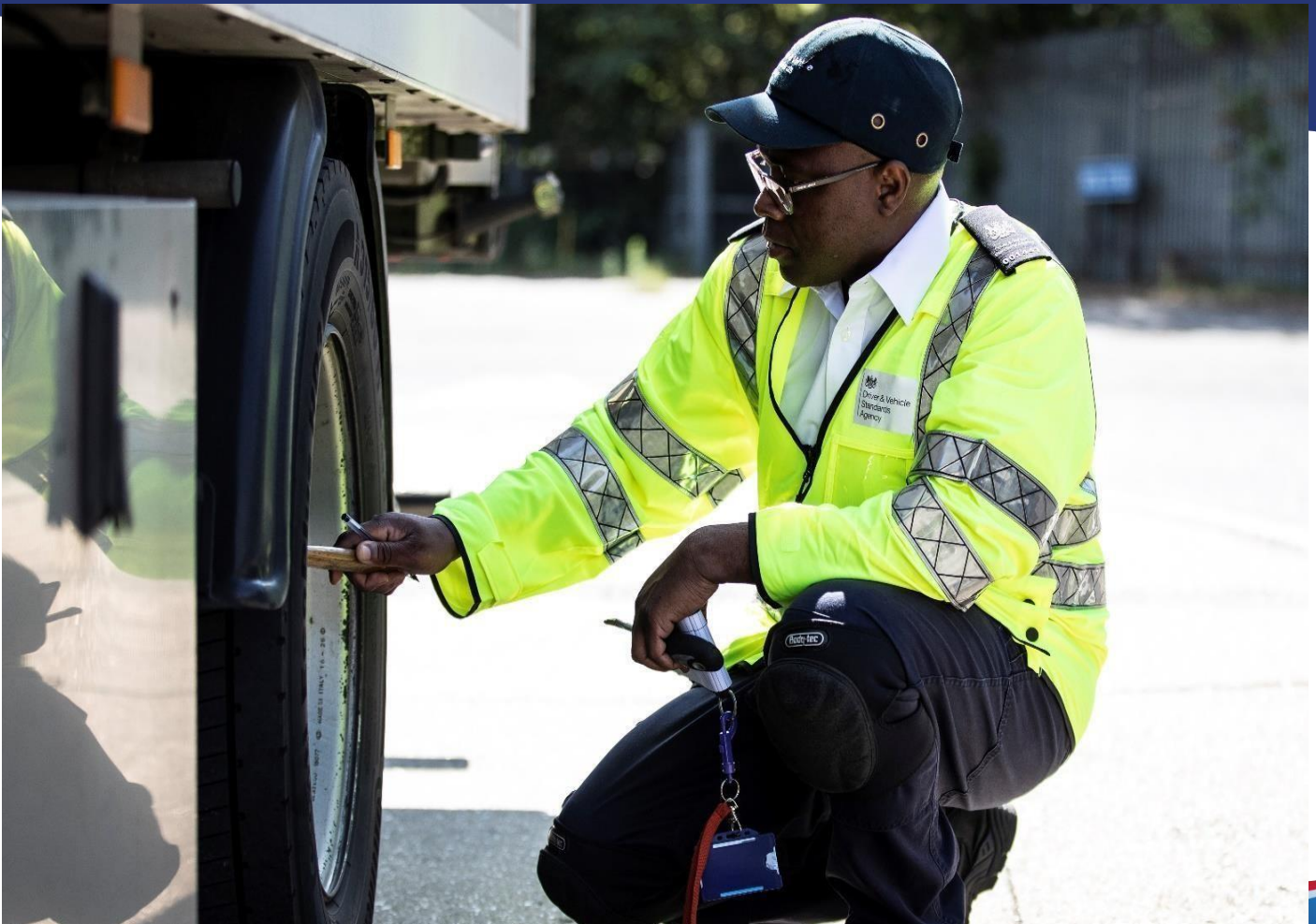
Reference: 369491

Closing Date: 20th October 2024

Salary: £40,128

Salary includes £28,119 regular salary plus £2,950 technical payment and £9,059 shift payment. Leatherhead and Dartford locations will also receive an additional London allowance of £4000.

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**

About the job

As a Vehicle Examiner, you will contribute to the maintenance and improvement of road safety and standards by keeping the public safe on Britain's roads.

You will do this by conducting inspections of various types of vehicles in a variety of locations including the roadside and customers premises

Vehicle Examiners work as part of a team and individually, managing their own workload whilst contributing to the performance of the wider team.

Activities may include:

Inspecting Vehicles

Carrying out inspections of all types of vehicles to ensure compliance with relevant legislation, at

- fixed enforcement sites and other roadside locations
- coach parks and motorway service areas
- as part of a DVSA/Police mobile patrol
- accident sites, following a crash

Administration

Compiling reports, collecting evidence and where necessary issuing prohibition notices, fixed penalty notices, test certificates and other test documentation

Immobilising dangerous vehicles

Supervise and monitor the MOT testing scheme, which includes

- Investigating complaints
- Prepare reports
- Recommending disciplinary action

Legal

Instigating prosecution or other enforcement action against operators and drivers who break relevant regulations

Preparing case papers and recommendations on investigations for the instigation of court proceedings

Presenting cases at Magistrate's Court in England and Wales and in Scotland, instigate proceedings for a trial in a Sheriff court, on behalf of the Secretary of State

Giving evidence at Court and Public Enquiries as a witness and in Scotland, prepare case papers for the Procurators Fiscal

Customer Service

Developing and maintain good relationships with all customers and stakeholders

Answering technical queries from customers, offering advice, guidance and education as required.

Uphold Civil Service Values

Seek and act upon feedback from customers and colleagues

Health & Safety

Taking responsibility for the Health & Safety of yourself and others, at DVSA and non DVSA sites, escalating potential unsafe practices and acting on breaches

Assuring compliance with Health & Safety standards

Performance

Contributing towards the team's performance against targets

Conducting quality control checks

Keeping up to date with procedural, technical and IT developments relating to the job role

Participating positively in all relevant training

Ensuring adherence with DVSA's IT and data handling policies

Leadership

Providing guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, upholding the reputation of the Agency, Department and Civil Service.

Working in collaboration with colleagues across all functions for the good of DVSA and to create a high performing and well respected Agency.

Executing management responsibilities effectively and in line with DVSA policies and processes, planning and coordinating tasks and activities and taking responsibility for ensuring objectives are delivered.

Relationships: Internal and External

Establishing and maintaining effective relationships with internal and external stakeholders.

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

Person specification

Please read this section carefully before applying.

Essential skills

- Experience in the repair, maintenance or inspection of at least one of the following: HGVs/LGVs/PSVs/Cars plus a recognized qualification (details below).
- Excellent oral and written communication skills, including handling challenging conversations.
- Being a valuable team member, as well as the ability to work alone effectively.
- Flexibility in terms of working hours and adapting to changes in requirements.
- Be Resilient.
- Ability to probe for information and gather further detail.
- Ability to pay attention to detail.

Mandatory Qualifications:

- You must have a vocational related qualification in Motor Vehicle Maintenance & Repair at level 3 or IMI ATA registration at diagnostic technician level, or IRTEC registration at advanced technician level or Engtech Registration.

*Other Motor related qualifications may be acceptable, please see attached qualification list.

If your qualification is from another country and you would like to check to see if it is comparable to one of our mandatory qualifications, please visit enic.org.uk

Other requirements

- Full and current driving licence.
- The post holder will be required to travel within a geographical area which may, on occasion, require overnight stays.
- To be considered for this role and be able to represent DVSA in a court, you will have to meet Credibility of Witness Standards. Previous convictions that could affect the Examiner's credibility as a witness would have to be disclosed.
- There may be a requirement to work outside of normal office hours, usually with prior notice.
- Great benefits of flexible working may be available, if required.
- Vehicle Examiners may be required to take enforcement action against individuals, which can, on occasion lead to confrontational situations.
- There will be extensive training on all aspects of the role. Some of the training will take place in our training centres, usually in Bristol or Manchester.
- IT skills represents a core skill for Vehicle Examiners, who are issued with laptop computers and smart phones.
- Extensive driving is often required to carry out Vehicle Examiner activities.
- Whilst part of a team, a Vehicle Examiner is responsible for managing and prioritising work that has been allocated to them and this will include an element of lone working.
- The Vehicle Examiner role can be physically demanding, which could include working in inspection pits and by the roadside, climbing into HGV cabs, sometimes in adverse weather conditions.

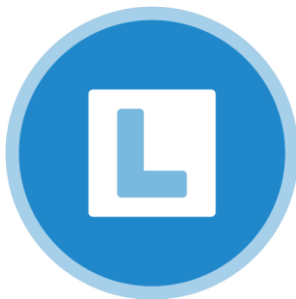
DVSA - who we are

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

Why join DVSA?

“To make our vision a reality, we need you to join us. Our ambitious plans rely on skilled people like you.”

Marian Kitson, Director of Enforcement

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain’s roads for a life time of driving.

With the recent launch of the Enforcement strategy, this is an exciting time for you to join one of DVSA’s Enforcement teams.

There are several varied functions that make up Enforcement which range from front line activities, to office-based function support. Our approach is being clear about road safety standards. We use intelligence and data to target non-compliance across all the schemes we enforce so that our enforcement activity helps everyone stays safe on Britain’s roads.

We value our staff and we know the importance of the work we do and we are proud of our contribution to road safety.

At the heart of our strategy is our ambition is that all enforcement activity is delivered by our well-trained, highly-skilled people who are trusted and respected throughout the industry.

We are focusing on our current training and development programme to ensure that everyone has the skills and capability to undertake their roles.

We have several options available including an extensive apprenticeship programme and access to learning and development opportunities to progress your career. We offer attractive pension options, a work and life balance and a number of wellbeing initiatives.

If you feel you can make a difference in Enforcement please apply, we look forward to you joining us in ‘making every journey safer’.



Working at DVSA

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



Flexible working, including part-time working and job share options



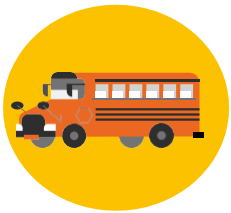
Generous Annual Leave, public holidays, and paid privilege entitlement to mark the King's Birthday.



Fast, modern IT kit enabling seamless collaboration working



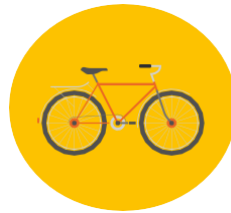
Access to apprenticeships from L2 - L7 and study leave



Childcare schemes and generous parental and



Development Opportunities



Cycle to work scheme.



Plus, lots more benefits, discounts, and schemes. See more at [DVSA Careers](#)

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.



The Prince's Responsible Business Network



Success profiles

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

You will be expected to demonstrate the following [Civil Service Behaviours, Technical and Experience](#)

- **Seeing the Big Picture**
- **Making Effective Decisions**
- **Delivering at Pace**
- **Communicating and Influencing**

Technical (DVSA Technical Competency Framework)

Knowledge of Vehicles:

Up to date and in-depth knowledge of vehicles as applies to HGV, PSV, cars or light commercial vehicles.

Understands and is able to describe a vehicles main components and their operation; Includes;

- o Vehicle Structure
- o Vehicle braking systems (hydraulic or air)
- o Suspension systems (air/hydraulic or mechanical)
- o Steering systems (including geometry) o Running Gear/Power Train
- o Chassis
- o Tyres
- o Lighting/electrical systems

The selection process will be designed specifically for the role. As a result, your assessment will include an interview and an assessment to test your technical ability.

- Has recent documented experience in the area of vehicle engineering, repair or maintenance in the last 10 years.
- Keeps self up to date with technical continuous professional development

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:

- Proof that you hold one of the mandatory Level 3 or equivalent qualifications
- Failure to submit a qualifications certificate will result in automatic rejection.
- 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

Applicants will be asked to provide photographic proof of their qualifications before being invited to interview.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss your previous experience and technical competence. We will be asking questions on the four behaviours listed in the Success Profiles section.

The process will include an interview and a technical test.

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

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. The anticipated timetable is as follows:

Closing date: 20th October 2024

Shortlisting: 21st October 2024

Interviews: Week commencing 11th November 2024

Offer: These are made in strict merit order. 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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www.gov.uk/dvsa

If you have questions about the role please contact: lindsay.hassett1@dvsa.gov.uk

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

Keeping **Britain** moving, **safely** and **sustainably**