



Driver & Vehicle
Standards
Agency

Vehicle Examiner

Reference:

Closing Date:

Salary: £26,780 plus £2,950 technical payment

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

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:

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.



The Prince's
Responsible
Business Network



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, MOT garages 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
- At MOT centres, including mystery shopper investigations

Administration

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

Immobilising dangerous vehicles

Supervising and monitoring the MOT testing scheme, which includes

- Investigating complaints
- Writing 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.

Upholding Civil Service Values

Seeking and acting 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.

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 qualification stated above or equivalent, **or** completed an NVQ level 3 in Motor Vehicle Maintenance & Repair **PLUS** a qualification stated above or equivalent,
- 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
- Ability to probe for information and gather further detail
- Ability to pay attention to detail

Other requirements

- Full and current driving licence
- The post holder will be required to travel to various DVSA and other locations from time to time which may on occasion require overnight stays
- To be considered for this role and be able to represent DVSA in a court or Public Inquiry 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 will be a requirement to work outside of normal office hours, usually with prior notice.
- 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 play a significant and increasing role 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 includes working under vehicles in pits, and by the roadside

Mandatory Qualifications:

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.

N.B: an NVQ level 3 on its own will not be accepted as a qualification. This is only accepted as proof of experience- please see 'Skills and Experience' section.



What our Staff have to say

Vehicle Examiner Greg details his experience below:

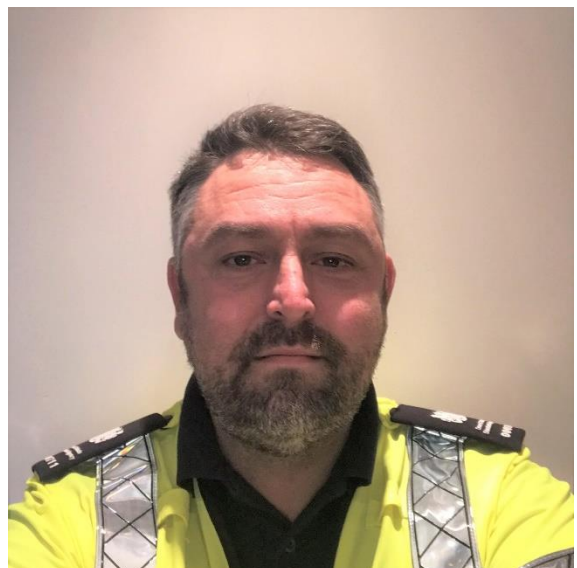
When I left school, I started an apprenticeship with a leading heavy goods vehicle manufacturer. My time there was enjoyable, and I learnt a lot. However, I started to look at other avenues of employment where my skills, knowledge and experience could be utilised and somewhere I could still be productive into my mid to late 60's.

I applied for a career as a Vehicle Examiner with the DVSA. The annual leave and pension package was far superior to what I currently had, and the job role looked appealing and varied.

At the age of 28 I started work on the High-Risk Transport Initiative (HRTI) team working early, late and night shifts.

The DVSA support a healthy work / home life balance and have facilitated my working patterns to suit my childcare arrangements. , When I began I worked shifts, and as a new father, my time off through the week allowed me quality time with my son during his early years. Now my children are older I am able to work day shifts which enables quality time in the evenings with my family. I also have the option of working from home should my work require. My job is more varied and I manage my own workload between roadside enforcement, MOT compliance and Operator visits.

My role consists of working within an enthusiastic and passionate team of Vehicle and Traffic examiners. We use intelligence led information to target dangerous vehicles and operators. The whole team take great pride in removing unsafe vehicles and drivers from the road network and I personally feel a great deal of job satisfaction. Every day is different, you never know who you might meet or what you might find.



Success profiles

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

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

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

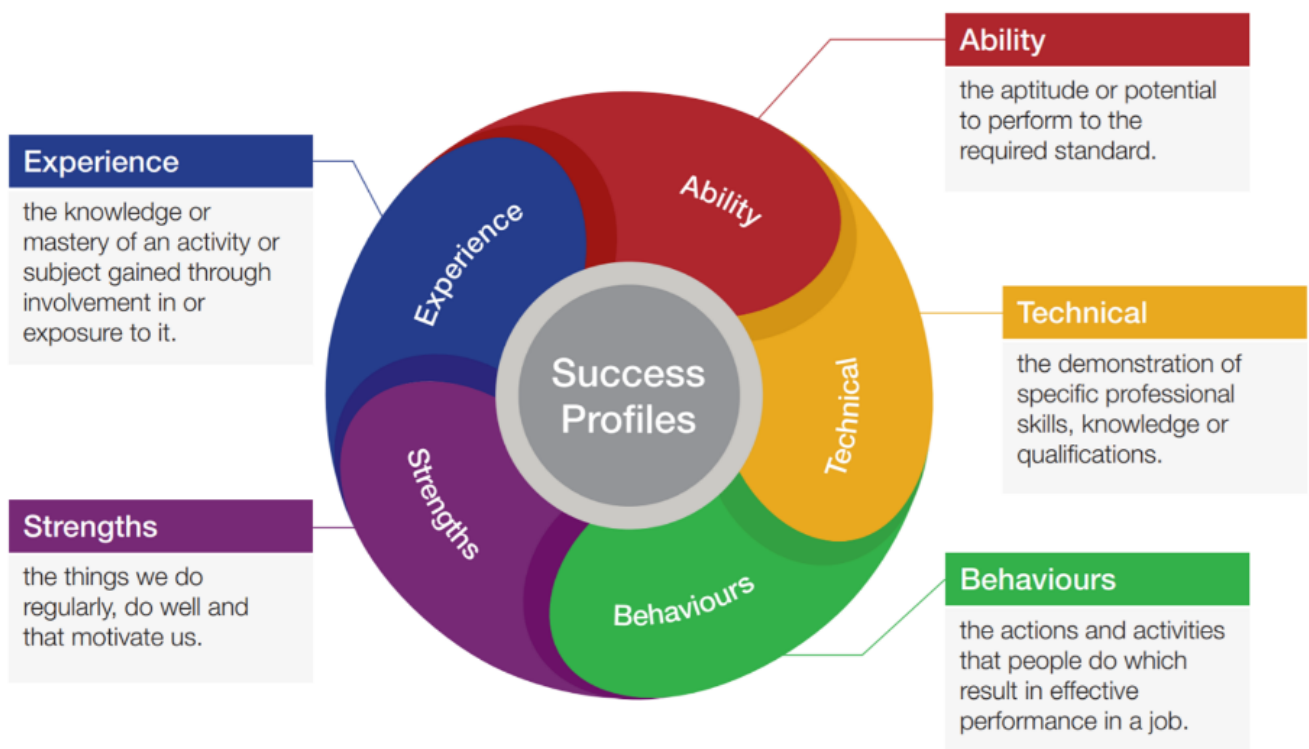
The selection process will be designed specifically for the role. As a result, your assessment will include an interview and an assessment to test your technical ability.

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 and personal statement via Civil Service Jobs.
- Failure to submit a CV or Personal Statement 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.
- **Please use the maximum word count** for the Personal Statement – the more information and detail you give us the better.

Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal Statement against the required criteria

Successful applicants at the sift will be asked to provide 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.

Interviews will consist of situational questions, based on how you would react in a given situation. The interview will also contain 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:

Shortlisting: 8th November to 16th November

Interviews:

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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DVSA
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Nottingham, NG1 6LP

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