

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## MAINTENANCE MANAGER

### APPLICANT PACK

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

### Job Description

Job Purpose	
The Maintenance Manager is responsible for managing a team of technical managers to maintain the prison estate. Your role is to set priorities for your team, manage appropriate resources to complete the scheduled maintenance repairs and ensure compliance with relevant legislation and standards.	
Key Responsibilities	
1	Lead a team of Technical Managers, managing estates maintenance by ensuring resources are in place to deliver planned preventative maintenance (PPM), repair tasks and equipment and control systems continue to meet industry standards.
2	Through the development and delivery of appropriate training and support, continually seek to develop your own skills as well as those within your team to empower others to make confident and appropriate decisions.
3	Plan, manage and report on all finances in line with budget and designated authority spending levels.
4	Ensure health and safety considerations are implemented and adhered to when works are executed, including managing risk assessments, method statements, safe operating procedures and permits to work.
5	Managing, monitor and report on the performance of local and national maintenance contracts, ensuring high standards and best industry practices are being upheld. Engage with contractors to provide resolution in a timely manner where issues are identified.
6	Identify individual development and learning requirements of your team whilst supporting and encouraging them to achieve their learning plans in support of their role and business needs.

### Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or

more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Have completed a recognised apprenticeship in either a mechanical, electrical/electronic, building services discipline.  For Example, SVQ level 3 or City and Guilds level 3 and a National Certificate (or equivalent) in either a mechanical, electrical/electronic or building services discipline.	Essential	Application
Have completed an HNC in an engineering subject and an IOSH managing safely certificate or equivalent or prepared to work towards one with full support from SPS.	Essential	Application
<b>Experience</b>		
<b>Estates Maintenance Experience:</b> Proven experience of facilities management including planned preventative maintenance (PPM) and computerise maintenance repair systems to ensure industry standards are maintained.	Essential	Application Discussion Topic Interview
<b>Managing and Leading:</b> Evidence of providing effective support, direction and motivation to teams whilst setting priorities and objectives.	Essential	Application Interview
<b>Budget:</b> Evidence of your ability to plan, monitor and manage budgets.	Essential	Application Interview
<b>Knowledge &amp; Skills</b>		
<b>Knowledge and Legislation:</b> Sound knowledge of relevant legislation, including Health and Safety, Safe Systems of Work and building and fire regulations.	Essential	Interview
<b>Building and Maintaining Relationships:</b> Evidence of your ability to foster effective working relationships with a range of stakeholders and influence others to achieve desired outcomes.	Essential	Interview
<b>Problem Solving and Decision Making:</b> Evidence of your excellent problem solving skills, your ability to provide practical and creative solutions to a range of issues and	Essential	Interview

empower teams to make appropriate decisions.		
<b>Planning, Implementation and Control:</b> Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands while monitoring team workload and reorganising resources to ensure outputs are delivered on time.	Essential	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	10am
<b>Application Review</b>	<b>07 June 2022</b> Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process. We will update you of the outcome via the Online Recruitment system.		
<b>Interview Date*</b>	<b>16 June 2022</b> The assessment day will consist of a Discussion Topic and Interview. Candidates progressing this stage will be provided with further information in the form of a formal invite to assessment.		

**\*please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Chloe Haxton** by email at: **Chloe.Haxton@sps.pnn.gov.uk** or by telephone on: **01324 710 44** to allow reasonable adjustments to be made to assist you.

