

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## 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   |  |
|---|--|
| <p>The Building Joiner will support the Estates Management team in all aspects of Estates work to provide a comprehensive repairs and maintenance service for all of estate building maintenance fabric, installations, replacements and repairs. You will provide an effective and efficient service to ensure compliance with all statutory legislative requirements, industry guidelines and policy.</p> <p>There may be a requirement for you to periodically work on call hours, and you may need to travel to other establishments and areas.</p> |  |
| Key Responsibilities  |  |
| 1   | Responsible for ensuring all assigned tasks are inspected, tested, repaired or installed in a safe manner compliant with manufacturer's instructions and Health & Safety Executive (HSE) guidelines. All workmanship will be completed to a professional standard using recognised maintenance standards and techniques.   |
| 2   | Assess, plan, measure up and report requirements to manager, of all materials, parts and spares necessary for the work to be undertaken. Record and document all time, materials, plant and status of each job as the work progresses and on completion.   |
| 3   | Responsible for the installation, repair, and maintenance of all building fabric repairs including mechanical locks together with the security, operation and record keeping of the establishment lock store and associated documents as per policy.   |
| 4   | Responsible for ensuring that all fire building systems and controls such as doors, seals, alarms and compartmentation and intact and maintained in accordance with the Scottish Prison Service (SPS) Fire Safety Manual.  |
| 5   | Undertake continuous training as required to perform the duty of the role including core, safety and technical.  |
| 6   | Responsible and accountable for the security of all tools, plan and materials used by you. Where applicable to the role, participate in the out of hours on-call system which operates on a rotational basis. It is expected that you will be able to attend your home establishment within 60 minutes of being called out. You will also provide area coverage when required. |

## 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 carpentry and/or joinery to a minimum of SVQ Level 3 or equivalent.<br><br><b><i>Please ensure CV clearly outlines the above qualifications deemed as essential.</i></b>   | <b>Essential</b>     | Application<br><br>Pre-employment Checks ( <i>you will be asked to provide evidence of your apprenticeship and qualification documentation</i> ) |
| <b>Experience</b>  |                      |  |
| Experience relevant to the role having worked within a similar environment or other maintenance/construction environment as a carpenter or joiner.<br><br><b><i>Please ensure CV provides an example specific to the above criteria.</i></b>                                   | <b>Essential</b>     | Application  |
| Have awareness of other basic maintenance and repair tasks (for example, mechanical and electrical maintenance and repairs), or be willing to develop these skills.<br><br><b><i>Please ensure CV provides a clear example of the above and/or willingness to develop.</i></b> | <b>Essential</b>     | Interview  |
| Experience of the application of the Building (Scotland) Act and Regulations.  | <b>Essential</b>     | Interview  |
| <b>Knowledge &amp; Skills</b>  |                      |  |

|   |                  |           |
|---|------------------|-----------|
|   |                  |           |
| Self-motivated with the ability to make decisions and resolve problems within clearly defined parameters.   | <b>Essential</b> | Interview |
| Sound knowledge of Health and Safety Legislation, Risk Assessments and Method Statements (Safe Systems of Work).  | <b>Essential</b> | Interview |
| Ability to interpret from drawings, instructions and specifications.  | <b>Essential</b> | Interview |
| Full driving licence that enables the person to drive in the UK, however SPS is willing to consider proposals put forward by applicants to carry out the duties by any other means. | <b>Essential</b> | Interview |

## Selection Process Key Dates

|  |   |             |      |
|--|---|-------------|------|
| <b>Vacancy Closes for Applications</b> | <input type="text"/>  | <b>Time</b> | 10am |
| <b>Interview*</b>                      | Week Commencing 06 December 2021  |             |      |
| <b>Outcomes of Interview</b>           | <p>Outcomes of the interviews will not be released to you until all interviews have been completed. We are expecting to be able to provide outcomes by 12<sup>th</sup> December 2021.</p> <p>If successful, candidates are required to be available 16<sup>th</sup>, 17<sup>th</sup> or 20<sup>th</sup> December for medicals (date to be confirmed).</p> |             |      |

**\*please note we have the right to hold a competency sift pre-interview should the volume of applicants require it.**

**\*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](mailto:Chloe.Haxton@sps.pnn.gov.uk) or by telephone on: **01324 710 444** to allow reasonable adjustments to be made to assist you.



