

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Maintenance Engineer – Electrical (Electrician) – Establishment

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification 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 post holder will support the SPS Maintenance Team in all aspects of Estates work. Delivering preventative and reactive maintenance activities on electrical distribution systems, plant, equipment, and associated assets.</p> <p>There will be a requirement for the post holder to periodically work on call hours (allowance provided). It is expected that the post holder will be able to attend their home establishment within 1 hour. For this reason, a full driving licence that enables the person to drive in the UK is preferred. SPS is willing to consider proposals put forward by applicants to carry out the duties by any other means.</p>	
Key Responsibilities	
1	Carry out reactive / planned maintenance and complete minor works as defined and specified on electrical distribution systems, plant, equipment, and associated assets.
2	Maintain a safe and healthy working environment in accordance with local regulations and relevant statutory legislation.
3	Monitor and adjust systems to ensure optimum performance of the plant and equipment installed onsite. Produce related reports and recommendations as required.
4	Become familiar with the operation and maintenance of the various SPS systems. Providing support and advice on electrical and electronic issues to the Technical Manager. Assisting other members of the team with their activities as required.
5	Complete and sign work orders as issued by the SPS Computerised Maintenance Management System (CMMS). Provide timely pre-emptive condition reports to the Technical Manager as required.
6	Assess and order parts and equipment necessary for individual tasks, in conjunction with the administrator.

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	or	Stage of Selection Process Assessed
Qualifications			
<p>Applicant should have served a recognised apprenticeship in an electrical discipline to SVQ level 3.</p> <p>Evidenced equivalent significant experience will also be considered e.g. JIB graded, ECS card holder, CSCS gold card holder</p> <p><i>Please ensure CV clearly outlines the above qualifications deemed as essential.</i></p>	<input type="text"/>		<input type="text"/>
<p>They must also have obtained a qualification in electrical installations, for example City and Guilds 2382 or BS7671 18th Edition. 17th Edition will be accepted where the candidate is willing to undertake the 18th Edition course.</p> <p><i>Please ensure CV clearly outlines the above qualifications deemed as essential.</i></p>	<input type="text"/>		<input type="text"/>
Knowledge, Skills & Experience			
<p>Have experience in the installation, repair, maintenance, test and inspection of electrical systems and installations in an industrial/commercial environment. An understanding of electronic systems maintenance and repairs.</p> <p>Please ensure CV provides an example specific to the above criteria.</p>	<input type="text"/>		Competency Sift** Interview

Have awareness of other basic maintenance and repair tasks (for example, mechanical and building works maintenance and repairs), or be willing to develop these skills.	<input type="text"/>	Interview
Sound knowledge of Health and Safety Legislation, Risk Assessments and Method Statements (Safe Systems of Work).	<input type="text"/>	Interview
Ability to interpret from drawings, instructions, and specifications.	<input type="text"/>	Interview
Behaviours		
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications	07/10/2024	Time	10:00
Interview Date*	23 rd – 30 th October		

*please note interview dates are subject to change.

****Please note a competency sift may take place before the interview stage to shortlist candidates where there are a high number of applicants therefore it is extremely important you include examples in your CV of your relevant experience as detailed in the essential criteria under knowledge, skills and experience.**

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 Kelly Neill by email at: kelly.neill@prisons.gov.scot or by telephone on: 01324 710445 to allow reasonable adjustments to be made to assist you.



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