

# 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>Working as the Security Team Officer you will maintain the security of our SPS Headquarters building, our staff, our visitors and other assets, both within and out with the building.</p> <p>You will be proactive in recognising and responding to all security and First Aid related matters. You will work with all staff and visitors to create and maintain a safe and secure environment characterised by respect and dignity.</p> <p>You will operate as part of a team on a continuous shift system, of which lone-night/weekend working is a requirement in order to provide security cover for the building 24 hours a day.</p>	
Key Responsibilities	
1	Responsible for maintaining the security of the building, and those within it, by undertaking regular patrols of the premises, and ensuring the building is safely closed down during out-of-office hours.
2	Provide Front of House support for both staff and visitors, with the responsibility of controlling access by logging everyone in and out of the building, and enforcing the SPS Identity Card System.
3	Control and issue of keys and Identity Cards, updating databases, log books and computer systems where necessary.
4	Monitoring of security systems including CCTV and various alarm systems (Training will be provided).
5	Provide First Aid cover for SPS Headquarters
6	Assist, control and manage booking of the dedicated HQ vehicle fleet and hire vehicles.

### 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>		
Minimum of two National 5 Qualifications, including Maths and English or equivalent, or relevant experience.	<b>Essential</b>	Application
Hold a valid and recognised First Aid Qualification, or be prepared to achieve within 6 months of taking up post.	<b>Essential</b>	Interview
<b>Experience</b>		
<b>Security Experience:</b> Evidence of working within a similar role, with responsibility for maintaining the security of the premises, staff and visitors.	<b>Essential</b>	Application Interview
<b>Customer Service:</b> Proven abilities of interacting with others within a customer focused environment, for example, Front of House/Reception. <b>Essential</b>	<b>Essential</b>	Interview
<b>IT Skills:</b> Evidence of using computerised systems including Microsoft Office (Outlook, Word and Excel).	<b>Essential</b>	Application Interview
<b>Knowledge &amp; Skills</b>		
<b>Communication &amp; Interpersonal Skills:</b> Well-developed communication and interpersonal skills, both written and verbal, with the ability to adapt communication style when necessary. <b>Essential</b>	<b>Essential</b>	Interview
<b>Problem Solving &amp; Decision Making:</b> Be pro-active and use your	<b>Essential</b>	Interview

initiative to recognise and respond to all security matters, making balanced decisions to ensure the safety of yourself and others.		
<b>Planning &amp; Organising:</b> Ability to plan, manage and prioritise your workload to ensure organisational requirements are met.	<b>Essential</b>	Interview
<b>Team Working:</b> Have the ability to work on own initiative, integrate into an established team environment and build relationships quickly.	<b>Essential</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	10:00am
<b>Application Review</b>	<b>5<sup>th</sup> June 2023</b> Your application will be reviewed to determine if you will be progressed to the next stage.		
<b>Interview</b>	<b>16<sup>th</sup> June 2023 *</b>		

**\*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 **Erin Matheson** by email at: [Erin.Matheson@prisons.gov.scot](mailto:Erin.Matheson@prisons.gov.scot) or by telephone on 01324 710443 to allow reasonable adjustments to be made to assist you.

