

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

OFFICER INSTRUCTOR – METAL FABRICATION

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.

The selection process will be split into 6 stages:

SELECTION PROCESS:

Stage 1: Application Form (all candidates)– applicants will complete an online application form via the online recruitment system.

Stage 2: Situational Judgement Test - candidates successful at shortlisting will undertake a values-based online situational judgement test. The scenarios presented are typical situations that Prison Officers face in their everyday duties. This exercise is completed online, The exercise has no time limit but it is expected to take approximately 25-30 minutes to complete.

Stage 3: Cognitive Ability Test – those who successfully pass the situational judgement test will undertake an online cognitive ability test, which will assess cognitive ability across verbal, numerical and logical reasoning. This test is time limited and lasts 12 minutes.

Stage 4: Group Exercise and Written Exercise - those who successfully pass the cognitive ability test will undertake a group exercise and written exercise.

Stage 5: Interview (Residential Officer) –Those who successfully pass the group and written exercises will undertake the Residential Officer Interview. In addition, a sample of candidates at this stage of the process will be asked to undertake supervised follow-up cognitive ability testing to verify the results from their earlier online test.

Stage 6: Technical Skills Interview – The final stage of the selection process. Those successful at Interview (Residential Officer) will undertake a Technical Skills Interview, where you will be assessed against the relevant published criteria for the Officer Instructor role.

Candidates to Note: Successful candidates will be required to compete a 12 week Residential Officer Development Programme at the Scottish Prison Service College, Falkirk upon appointment as part of their induction to the Scottish Prison Service

Job Description – Officer Instructor Metal Fabrication

Job Purpose	
The post holder will predominately work within the Metal fabrication work party but may be required to cover a range of functions to support the current industry / work parties and also developmental work. Offender outcomes and purposeful activity are key areas in the SPS where we are looking to develop what we do to support desistance and build on the social capital of those in our care. Examples of key areas currently link to housing, opportunities for support / employment and citizenship. Within offender outcomes you would be contributing to key themes of development identified by the SPS corporate plan and Shotts development plan. This will also require identification of and a commitment to personal development to meet dynamic and changing demands within the justice field	
Key Responsibilities	
1	Maintain product output levels and monitor production targets within area of responsibility.
2	Effectively train, instruct and assess prisoners in the theory and practice required to achieve the standards set by the relevant examining body or training organisation.
3	Maintain security and discipline in the workplace, in accordance with SPS security standards, ensuring the security of prisoners and the maintenance of plant and tools. This will include undertaking other Prison Officer duties as required.
4	Responsible for ensuring a safe environment, compliant with relevant standards through the application of regular Hazard Identification and Risk Assessment.
5	Contribute towards the enhancement of Employability partnerships that provides prisoners with opportunities and pathways to employment and desistance on release.
6	Contribute to the delivery of employment specific certificated training that makes a significant contribution to the establishment plan and in line with the SPS Operational Review

STAGES 1 & 6 – ASSESSMENT INFORMATION

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?
Qualifications		
Served a recognised steel fabrication, sheet metal, welding or engineering apprenticeship and achieved an accredited qualification (City & Guild or SVQ equivalent)	Essential	<ul style="list-style-type: none">• Application (Stage 1)
Achieved the L&D9 D1 Assessor Award (SVQ) or willing to work towards.	Essential	<ul style="list-style-type: none">• Application (Stage 1)
Experience		
Experience of operations, inspections and maintenance of industrial machinery in workshop/production environment.	Essential	<ul style="list-style-type: none">• Application (Stage 1)• Technical Skills Interview (Stage 6)
Experience of working individually and as part of a team, which provides evidence of your strong leadership skills.	Essential	<ul style="list-style-type: none">• Application (Stage 1)• Technical Skills Interview (Stage 6)

Experience and knowledge of quality control systems	Desirable	<ul style="list-style-type: none">Technical Skills Interview (Stage 6)
Knowledge & Skills		
Sound knowledge of Health and Safety Legislation, particularly in relation to Risk Assessments, Safe Systems of Work and Control of Substances Hazardous to Health (COSHH) regulations	Essential	<ul style="list-style-type: none">Technical Skills Interview (Stage 6)
Self-motivated with the ability to plan, prioritise and manage workloads to meet departmental and organisational deadlines	Essential	<ul style="list-style-type: none">Technical Skills Interview (Stage 6)
Excellent communication skills, both written and verbal, at all organisational levels.	Essential	<ul style="list-style-type: none">Technical Skills Interview (Stage 6)
The ability to identify and analyse information, problem solve and make informed decisions	Essential	<ul style="list-style-type: none">Technical Skills Interview (Stage 6)

ASSESSMENT INFORMATION - STAGES 2,3,4,5

Competencies	Essential /Desirable	When Assessed
Values Personal values which are aligned to and consistent with SPS Values. Belief - believe that people can change Respect - have proper regard for individuals, their needs and their	Essential	<ul style="list-style-type: none">Situational Judgement Test (Stage 2)Group Exercise (Stage 4)Interview (Stage 5)

<p>human rights</p> <p>Integrity - apply high ethical, moral and professional standards</p> <p>Openness - work with others to achieve the best outcomes</p> <p>Courage - have the courage to care regardless of circumstances</p> <p>Humility - recognise that we can learn from others</p>		
<p>Cognitive Ability</p> <p>An ability to comprehend written passages, perform basic mathematical functions, draw logical conclusions, and identify patterns.</p>	Essential	<ul style="list-style-type: none">• Cognitive Ability Test (Stage 3)
<p>Commitment to Professional Development</p> <p>Commitment to continuous professional development to support your own learning and development as well as the development of those in our care.</p>	Essential	<ul style="list-style-type: none">• Written Exercise (Stage 4)• Interview (Stage 3)
<p>Supporting Others</p> <p>Experience of providing support, advice or guidance to others.</p>	Essential	<ul style="list-style-type: none">• Interview (Stage 5)
<p>Making a Difference</p> <p>Experience of making a positive difference to the lives of others.</p>	Essential	<ul style="list-style-type: none">• Interview (Stage 5)
<p>Resilience</p> <p>Experience of managing challenging circumstances or behaviours, using your emotional intelligence to prevent or resolve conflict, regulate your own emotional reactions and positively influencing others to achieve</p>	Essential	<ul style="list-style-type: none">• Interview (Stage 5)

desired results.		
Building & Maintaining Relationships Ability to foster good relationships and work effectively and collaboratively with a diverse range of people, sharing knowledge and skills, and influencing others to achieve desired outcomes.	Essential	<ul style="list-style-type: none">• Group Exercise (Stage 4)
Problem Solving & Decision Making Ability to proactively identify issues, recognise themes and patterns in order to implement solutions and make decisions which are defensible, evidence-based, take account of risks, appropriate and timely.	Essential	<ul style="list-style-type: none">• Group Exercise (Stage 4)
Communication Skills Ability to manage situations, relationships and conflict through effective use of communication skills.	Essential	<ul style="list-style-type: none">• Group Exercise (Stage 4)
Managing Information Ability to use a computer and other digital devices to process, analyse, evaluate and disseminate information and produce high quality written reports and maintain effective and accurate records.	Essential	<ul style="list-style-type: none">• Group Exercise (Stage 4)

Selection Process Key Dates

Vacancy Closes for Applications	<div></div>	Noon
Stage 1: Competency Sift Outcomes	w/c 27 March 2023	

Stage 2: Situational Judgement Test	w/c 10 April 2023
Stage 3: Cognitive Ability Test	w/c 17 April 2023
Stage 4: Group Exercise & Written Exercise	2 and 3 May 2023
Stage 5: Interview (Residential Officer)	11 May 2023
Stage 6 : Final Stage Interview (Technical Skills)	17 to 25 May 2023
Outcomes	w/c 29 May 2023

*Candidates will receive further information regarding the selection process at relevant stages of the process. Whilst every effort will be made to adhere to the dates specified, assessment dates may be subject to change dependant on applicant numbers and assessor availability.

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 Shotts HR Team by email at: ShottsHR@prisons.gov.scot or by telephone on: 01501 824054 to allow reasonable adjustments to be made to assist you.