

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	
<i>Effectively manage all SPS utility supply arrangements while monitoring utility consumption across multi-site, multi-building estate. Take the lead role in the identification and implementation of initiatives that effectively manage and reduce SPS energy and utilities use. Provide guidance and advice to internal and external stakeholder ensuring compliance with statutory and policy requirements. Provide support to the SPS Sustainability & Carbon Strategy Manager in delivering the aims of SPS Net-Zero Carbon Emissions Strategies, Plans and Initiatives. To develop and co-ordinate the efficient operation of Building Energy Management Systems (BEMS) across the SPS estate.</i>	
Key Responsibilities	
1	Manage utility supply arrangements, including liaising with utility supply companies. Input into central invoice validation and processing.
2	Forecast, monitor and benchmark utility consumption across the SPS, and prepare accurate data and reports for management information and decision making.
3	Provide technical and practical advice and guidance to internal and external stakeholders to ensure energy optimisation.
4	Identify new projects, review and report on energy initiatives and issues that contribute to the sustainable use of energy throughout the SPS estate.
5	Carry out critical analysis on design drawings, technical specifications, reporting and making recommendations in relation to energy efficiency measures including input into the design and operation of new prison buildings and major refurbishments.
6	Contribute to the development and implementation of strategies and policies focusing on the reduction of the SPS "carbon footprint" and to ensure SPS compliance with all relevant legislation, e.g. The Climate Change Scotland Act 2009,

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		
Degree in energy management or equivalent environmental or engineering qualification in a building services related discipline.	Essential	CV Application
Experience		
Energy Management Proven experience of utilities contracts and energy management within a building services environment, including specialist large-scale mechanical and electrical systems and how these impact on energy consumption.	Essential	Competency Sift Presentation Interview
Building Energy Management System (BEMS) Experience of Building Energy Management System (BEMS) including technical understanding of energy monitoring, sub- metering, system controls and graphics development.	Essential	Interview
Utility Contracts and Supply Comprehensive knowledge and understanding of major utility supply arrangements serving a multi-site organisation.	Desirable	Interview
Knowledge & Skills		
Building and Maintaining Relationships Evidence of building and maintaining relationships, demonstrating the ability to negotiate, influence and work collaboratively with a range of stakeholders and multi-disciplinary teams.	Desirable	Interview

<p>Written/Verbal Communication Excellent communication and interpersonal skills, with an ability to communicate effectively across a range and levels of stakeholders, both verbally and in writing. This includes the ability to prepare detailed written reports, presentations and briefing notes.</p>	Essential	Presentation Interview
<p>Planning, Implementation and Control Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan, manage competing demands, evaluate targets and work under pressure to ensure outputs are delivered within organisational budgets and timescales.</p>	Essential	Interview
<p>Issue Identification and Analysis Evidence of your ability to extract, analyse, interpret and present complex information in a way which supports effective decision making and demonstrates your ability to manage the successful implementation of solutions.</p>	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Application Form Competency Sift	<p>Candidates that meet the minimum eligibility criteria will have their application form reviewed by a panel of assessors.</p> <p>Results will be shared via the online recruitment system by 14th June 2023.</p>		
Appeals	<p>Any candidate unsuccessful at the competency sift stage, will have the right to appeal.</p> <p>The appeal window will open between 15th - 19th June 2023.</p> <p>The appeal panel will be held on 20th June 2023.</p>		
Presentation & Interview*	<p>Candidates successful at the competency sift stage will be invited to participate in the final stage of the assessment process which consists of a Presentation and Interview.</p> <p>Candidates progressing this stage will be provided with further information in the form of a formal invite to assessment.</p> <p>The presentation should be submitted prior to interview.</p> <p>Interviews will take place remotely week commencing 3rd July 2023 and invites will be shared via the online recruitment system.</p>		

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

If you have any queries regarding the vacancy or have a disability that you feel may affect your performance at any stage in the recruitment and selection process, please contact **Rachael Ferguson** by email at: Rachael.Ferguson@prisons.gov.scot to allow reasonable adjustments to be made to assist you.



