

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>An exciting opportunity has arisen for a qualified and experienced Manager to lead our inventory and logistics team at the Scottish Prison Service (SPS) Fauldhouse function. The successful candidate will be responsible for a vital part of the overall services provided to both internal and external customers. This will involve co-ordinating all aspects of end-to-end logistics as well as managing people, processes and systems to ensure that services are conducted to the level and standard of care our customers require.</p> <p>Although based at SPS Fauldhouse, this role is open to hybrid working. Hybrid working offers greater flexibility, allowing you to split your time between office working, based at Fauldhouse, and working at home, subject to business and operational requirements being met. Please refer to the attached guidance for applicants document explaining hybrid working in more detail.</p>	
Key Responsibilities	
1	Manage all aspects of local warehousing and logistical operations within SPS Fauldhouse.
2	Review and develop the operational and maintenance processes of the SPS Fauldhouse facility including the planning and on-going operations of local storage, sortation and warehouse management systems solutions.
3	Manage and grow a team of Warehouse Operatives and Community Placements; motivate organise and encourage teamwork within the workforce in line with SPS Policies.
4	Responsibility for completing monthly perpetual, and Financial Year End, stock takes and ensuring adjustments are carried out as required to support the delivery of the warehouse function at SPS Fauldhouse.
5	Co-ordinate and manage the transport relating to goods being transferred by SPS Fauldhouse.
6	Responsible for the effective management of SPS Health & Safety Policies relevant to the SPS Fauldhouse function.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appoint 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		
Forklift Qualification Possess or be willing to work towards Counterbalance Forklift Class B1 Licence (RTITB) or equivalent.	Essential	CV Application
Commitment to Professional Development Commitment to continuous professional development, including undertaking formal training and qualifications to support your own learning and development.	Essential	Interview
Experience		
Inventory and Logistics Experience of engaging in delivery logistics and managing a warehouse inventory solution to support end-to-end warehousing needs.	Essential	CV Application Presentation Interview
Flexible and Adaptable Experience of being flexible with the ability to adapt your style and approach in response to particular needs and challenges in a supportive and appropriate manner.	Essential	CV Application Interview
Partnership Working Experience of engaging with key internal and external stakeholders, with the ability to work in partnership together to achieve desired outcomes.	Essential	CV Application Interview
Knowledge & Skills		
Relationship Management Ability to build and maintain effective, flexible and collaborative working relationships with a wide range of internal and external stakeholders, whilst supporting others to build and maintain relationships.	Essential	Interview

Planning and Prioritising Ability to plan and prioritise your workload, being pro-active and responsive to specific needs, whilst ensuring deadlines are met and targets delivered.	Essential	Presentation Interview
Assertive and Influential Able to be a positive role model to others, conveying confidence, influencing and empowering others to positively change.	Essential	Presentation Interview
Problem Solving and Decision Making Ability to assess a broad range of solutions, take decisions and tackle the root cause of problems.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Competency Sift	<p>Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system.</p> <p>The results of the competency sift stage will be shared by 06 December 2022.</p>		
Final Assessment – Presentation & Interview *	<p>If successful at this stage, you will be invited to the final assessment stage which will consist of the following:</p> <p>Presentation & Interview</p> <p>Interviews will take place remotely week commencing 12 December 2022. You will be asked to submit your presentation prior to interview.</p> <p>Candidates progressing to this stage will be sent further information by way of formal invitation.</p>		

***please note assessment 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@prisons.gov.scot or by telephone on: **01324710444** to allow reasonable adjustments to be made to assist you.

