

UNLOCKING POTENTIAL TRANSFORMING LIVES



MAINTENANCE OPERATIVE 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	
You will carry out basic routine planned preventative maintenance (PPM) and repair tasks. You will support the Area Estates team. This will be carried out to pre-set timescales, technical direction and standards.	
Key Responsibilities	
1	Undertake routine work such as minor repair tasks on electrical, plumbing, building equipment and painting work.
2	Supported by the engineering team, you will carry out allocated tasks and be trained in electrical appliance testing, inspecting fire systems, equipment maintenance testing and inspection.
3	Maintaining a safe and healthy working environment and reporting any dangers/deficiencies.
4	Carry out external grounds maintenance throughout the year as required. Training will be provided to operate grounds maintenance plant and equipment as deemed necessary to carry out tasks.
5	Assisting with the escorting of specialist external contractors when required.

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		
Minimum of two National 5's, including Maths and English <u>or</u> equivalent qualifications <u>or</u> relevant experience of practical or manual working.	Essential	Application
Full Driving Licence that enables you to drive in the UK, however SPS will consider proposals put forward to carry out the duties by any other means.	Essential	Interview/Pre-appointment
Experience		
Skills and experience in using and handling tools and equipment; please provide examples of your experience.	Essential	Application Interview
Experience in carrying out basic engineering maintenance, repair tasks, grounds maintenance and painting; please provide examples of your experience.	Desirable	Interview
Knowledge & Skills		
A basic understanding of Health and Safety in the workplace; please provide examples.	Essential	Interview
Be able to work as part of a team; please provide examples.	Essential	Interview
Positive attitude towards training and learning new skills; please provide examples.	Essential	Interview
Have a flexible approach to a wide variety of tasks; please provide examples.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<div></div>	Time	10:00
Application Review	21 February 2023 Your application will be reviewed to determine if you will be progressed to the next stage.		
Interview Date*	27 January 2023 Further information will be provided to candidates progressing to this stage.		

*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** or by telephone on: **01324710443** to allow reasonable adjustments to be made to assist you.

