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
You will be responsible for support and maintenance of the Scottish Prison Services (SPS) Cisco Infrastructure, this will include: switches, firewalls, routers and Unified Communication platforms for video and voice. You will work closely with other colleagues on the application and server teams to ensure that the SPS' digital services are reliably available to all our users. You will contribute to the SPS Digital Strategy, including supporting the continual service enhancement services. The role is based at our Headquarters, in Edinburgh, however there may be a requirement for you to work from home and travel to other SPS locations and sites

Key Responsibilities	
1	You will provide technical support of SPS LAN/WAN and UC estate.
2	You will provide technical interface between SPS and other criminal justice/Scottish Government partners.
3	You will provide design/engineering/project leadership and support on new and ongoing projects. As well as providing leadership and support, you will also participate in projects as a network team resource.
4	You will provide advice and guidance to others, ISS Management and Support teams on network issues.
5	You will participate in assignments and projects with minimal direction and supervision from higher level resource.

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.

Intrinsic Characteristics	Assessment Methods
Cognitive Ability	Cognitive Ability Test – verbal & numerical reasoning.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Minimum of an undergraduate Degree in Computer Science (or equivalent qualification), or equivalent technology training in Network Support/Design.	**Essential**	Application
Cisco CCNP, Cisco CCNA, Cisco CCNP (Voice or UC), Polycom PCVE, Juniper JNCIA or equivalent.	**Desirable**	Application
Experience		
Experience of working with network security and security controls, for example CCNP security.	**Essential**	Application Interview
Experience of Cisco technology (for example: Catalyst, ISR, ASR, ASA, AnyConnect, Firepower, UCS, MDS).	**Essential**	Application Written Exercise Interview
General Windows and Unix/Linux operating systems experience.	**Essential**	Application Interview
Knowledge & Skills		
TECHNIAL KNOWLEDGE Sound knowledge of Information and Communications Technology solutions.	**Essential**	Written Exercise Interview
PLANNING, IMPLEMENTATION AND CONTROL Evidence of excellent organisational skills, demonstrating an ability to forward plan, manage competing demands, and work under pressure to ensure outputs are delivered on time and within budget.	**Essential**	Interview
PROBLEM SOLVING AND DECISION MAKING	**Essential**	Interview

Evidence of your ability to identify and analyse problems, produce credible solutions, using your initiative, judgement and discretion to make balanced decisions which take account of risks, are appropriate and timely.		
COMMUNICATION AND INTERPERSONAL SKILLS An ability to communicate verbally and in writing, and build effective relationships with a range of internal and external stakeholders with the capability to vary your style to suit the needs of the audience.	**Essential**	Written Exercise Interview

Selection Process Key Dates

Vacancy Closes for Applications	02 February 2021	**Time**	12 noon
Initial Review of Applications	**4ᵗʰ February 2021** Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process. We will update you of the outcome via the Online Recruitment system. If successful you will complete cognitive ability testing.		
Cognitive Ability	Live: **08ᵗʰ February – 12ᵗʰ February 2021** You will be emailed by our testing providers to your nominated email address, with links to the testing; these links will be open for 24 hours a day during the above dates. Failure to complete will result in your application being withdrawn.		
Assessment	**Written Exercise (open from 15ᵗʰ February – 19ᵗʰ February 2021)** You will be emailed further information in relation to the written exercise by 15ᵗʰ February 2021. **Interview* (23ʳᵈ or 24ᵗʰ February 2021)** Further information on the assessment day will be sent by way of formal invite to assessment		

*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 **Agata Krupczynska** by email at: **agata.krupczynska@sps.pnn.gov.uk** or by telephone on: **01324 710 497** to allow reasonable adjustments to be made to assist you.