

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>A number of exciting opportunities have arisen within the SPS for Modern Apprentice Maintenance Engineers across Scotland. We are looking for individuals mature in outlook, self-motivated, with good communication skills and flexible in approach to work and committed to further personal development.</p> <p>As a Modern Apprentice you will follow a structured training programme and carry out appropriate training tasks required to attain a full technical apprenticeship as an electrical or mechanical Maintenance Engineer. This will involve both on and off-site training. You will be based mainly at one primary location, however, if the learning needs dictate you may be required to work at other sites.</p> <p>You will work as part of a diverse team alongside technical staff including Maintenance Managers, Technical Managers, Maintenance Engineers and Maintenance Operatives.</p> <p>On successful completion of your 4 years training you will become a fully qualified Maintenance Engineer.</p>	
Key Responsibilities	
1	To participate in planned and reactive maintenance and project works throughout the SPS estate to all building services plant, equipment, and systems. This will be carried out under the guidance and supervision of the Technical Manager, Maintenance Engineers, or an approved specialist contractor
2	Learn how to use all relevant tools and equipment within safety guidelines, interpret information from technical sources, carry out planned preventative maintenance, inspection and testing in accordance with agreed procedures and statutory requirements. Develop fault finding skills and use the various IT based systems (e.g. Microsoft packages, Auto CAD, CMMS (Computerised Maintenance Management System), Building Management Systems etc.)
3	To learn to follow Industry guidelines, SPS policies and procedures, manufacturers' recommendations, and the various legislative requirements.
4	Be aware of and follow SPS policies and procedures and learn how to identify risks, and then take the necessary action to mitigate risks.
5	Complete all report sheets, apprentice logbooks etc, as necessary and

	obtain all appropriate qualifications and certifications. Undertake training relevant to the Modern Apprenticeship framework and the SPS apprentice's charter.
6	Work flexibly and provide technical support to other engineers within the team, when required, to carry out other duties as may reasonably be expected.

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		
A minimum of three National 5 (or equivalent or higher level) qualifications including Maths and two National 4 (or equivalent or higher level) qualifications including English, and Physics or a relevant technical subject (e.g. Woodwork, Graphic Communication, Design and Manufacture, Technical Studies).	Essential	Application
A commitment to further personal development through practical and academic learning.	Essential	Application
Experience		
Evidence of technical experience, including school or project work, hobbies & interests.	Desirable	Interview
Knowledge & Skills		
Ability to work individually and as part of a team to achieve a goal.	Essential	Interview
Ability to plan and prioritise your workload.	Essential	Interview
Flexible in your approach.	Essential	Interview

Hold a full driving licence or working towards a driving licence or the ability to reach required sites within an agreed travel time.

Essential

Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Cognitive Ability*	<p>Candidates successful at the application stage will be invited to undertake online Cognitive Ability Testing.</p> <p>Further information regarding the aptitude test will be emailed to candidates ahead of the testing window.</p> <p>Failure to complete will result in your application being withdrawn.</p> <p>The window for testing will be open between 10th April - 23rd April 2022.</p>		
Interview Date**	<p>If successful at the Cognitive Ability Testing stage, you will be invited to interview.</p> <p>Interviews will take place remotely between 3rd May - 12th May 2023.</p> <p>Candidates progressing to this stage will be sent further information by way of formal invitation.</p>		

***If required, a competency sift of applications may be undertaken.**

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

***** Successful candidates will be assigned in merit order based on locational preferences and will be subject to appropriate pre-employment checks.**

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 the SPS Modern Apprenticeship Team by email at:

SPSModernApprenticeships@prisons.gov.scot or by telephone on: 01324 710484 to allow reasonable adjustments to be made to assist you.



