

# 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>The post holder shall be responsible for the planning, prioritisation, procurement and contract management of external estate maintenance resources as required to support Area Maintenance Managers (AMMs) in the delivery of the maintenance to the SPS estate.</p> <p>This will include proactive and regular engagement with AMMs to determine the required level of external support to ensure the performance requirements of the Estates Service Level Agreements (SLAs) are met and gaps in resource and/or competence are identified requiring the input of specialist external contractors. In addition to this subject matter expertise shall be provided to all estates teams and to all levels as required.</p> <p>The post holder shall be directly responsible for providing a central point for developing (with technical input, as required), maintaining and managing National Engineering Maintenance Contracts (NEMCs) and providing support to local estates team in the development of Local Engineering Maintenance Contracts (LEMCs) as required to facilitate the efficient and effective delivery of maintenance activities. The contracts managed will be multi-million pounds in value.</p> <p>Although the role is based within SPS Headquarters, there will be a requirement for the post holder to travel to other SPS sites, and other locations.</p>	
Key Responsibilities	
1	Strategically develop, maintain and manage NEMC contracts as required to support area maintenance teams maintain the SPS estate to an appropriate standard with the aim to ensure that the requirements of the Service Level Agreement are met within the agreed performance standards.
2	Coordinating and contributing to the preparation of Technical Specifications for inviting tenders for Estates Maintenance Services NEMC and LEMC contracts (engaging SPS technical platforms, internal subject matter experts and external consultants as appropriate) to ensure that all Estates assets are appropriately maintained; whilst working in partnership with the designated procurement lead(s) to facilitate the timely tendering, evaluation, mobilisation and implementation of new contracts and contract renewals.
3	Provision of day-to-day management support to SPS establishment maintenance teams and undertaking the role of Contract Manager for all NEMC contracts, including chairing of contract meetings at appropriate intervals (defined within respective contracts) to ensure swift resolution of any issues relating to non-performance whilst working with PPSD to conclude any contractual issues (e.g contract amendments etc.)

4	Ensuring that suitably developed and updated processes and procedures exist for establishment maintenance teams, to assist with the day-to-day management, communication and escalation of NEMC and LEMC contracts. In addition ensure that the processes/procedures are captured as part of the wider "Estates Maintenance Handbook", in conjunction with the Maintenance Services Manager.
5	Monitoring and reporting of performance, risks, issues, gaps and efficiencies of NEMC Contracts to the Area Maintenance Managers and Head of Maintenance in appropriate reporting formats at agreed frequencies and within agreed timescales for proposed mitigations. Also, identify and provide recommendations as to how NEMCs can be developed and improved.
6	Providing input into the SPS Estates Budget Plan in respect to contracted out services (NEMCs and LEMCs) and the budget for planned and reactive maintenance within each area on an establishment by establishment basis.

## 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?
<b>Qualifications</b>		
Minimum HNC (or equivalent) in a relevant electrical, mechanical, building services or construction related discipline.	<b>ESSENTIAL</b>	Application
Served a relevant apprenticeship in an electrical or mechanical discipline at SVQ Level 3 (or equivalent).	<b>DESIRABLE</b>	Interview
<b>Experience</b>		
<b>Contract Management:</b> Experience of managing contracts (multi-million pound), including planning, implementing, co-ordination and budget management and control within a complex multi-site environment.	<b>ESSENTIAL</b>	Application/Interview
<b>Change Management:</b> Experience of identifying new ways of working and successfully leading and driving change within complex environments.	<b>ESSENTIAL</b>	Application/Interview

<b>Leading and Supporting:</b> Experience of providing advice, guidance and support to others, with the ability to empower, inspire and lead individuals and teams to deliver organisational outcomes.	<b>ESSENTIAL</b>	Application/Interview
<b>Knowledge &amp; Skills</b>		
<b>Legislation:</b> Technical knowledge and understanding of mechanical, electrical and building services which support complex modern buildings, and a working knowledge of current Health and Safety legislation, British Standards, Approved Codes of Practice and other relevant statutory legislative requirements that ensure a safe working environment.	<b>DESIRABLE</b>	Interview
<b>Planning, Implementation and Control:</b> Evidence of your excellent organisational skills, demonstrating your ability to prioritise workloads, forward plan, manage competing demands, and work under pressure to ensure outputs are delivered within organisational timescales and budget.	<b>ESSENTIAL</b>	Presentation/ Interview
<b>Problem Solving and Decision Making:</b> Ability to identify and analyse complex issues, problem solve and produce creative and innovative solutions in order to make decisions which are defensible, evidence based, take account of risks, appropriately and timely.	<b>ESSENTIAL</b>	Presentation/ Interview
<b>Communication and Interpersonal Skills:</b> Excellent verbal and written communication and interpersonal skills, with the ability to build positive working relationships and effectively influence and negotiate with others to achieve desired outcomes.	<b>ESSENTIAL</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	10 December 2020	<b>Time</b>	23:55
<b>Behavioural Profiling*</b>	16 December 2020		
<b>Presentation*</b>	Issued: 5 January 2021      Returned: 8 January 2021		
<b>Interview Date*</b>	12 January 2021		

**\*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 **Angela Fletcher** by email at: [Angela.Fletcher@sps.pnn.gov.uk](mailto:Angela.Fletcher@sps.pnn.gov.uk) or by telephone on: 0131 330 3836 to allow reasonable adjustments to be made to assist you.

