

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 postholder shall provide support to the SPS Estates Head of Professional and Technical Services - providing direction for and delivering a quality building design advice service on behalf of Estates and Technical Services and progressing initiatives as requested by the SPS Head of Estates and Technical Services.</p> <p>The postholder shall be responsible for the oversight of the on-going development and operation of the Estates Electronic Document System and the maintenance of the records of the estate.</p> <p>The postholder shall act as design champion and ensure that a standard suite of suitable design standards are available and kept under review, providing project specific guidance, advice and assistance in the delivery of projects with the aim to ensuring the delivery of high quality outcomes; promotion of quality design in its role in contributing to the aims of the SPS and in ensuring delivery positive outcomes for the users of the SPS buildings and estate; and co-ordinating business and design improvement initiatives.</p> <p>The job shall include maintaining contact with UK, other prison and judicial authorities, other governmental groups (Scottish and UK) and advisory organisations.</p>	
Key Responsibilities	
1	Strategy - Inputting into development plans, option and feasibility studies, research and investigations to develop strategic and/or specific responses to Estates business needs.
2	Resource Management - Overseeing the provision of an internally resourced design service in support of business cases, new developments, initiatives and minor projects. Undertaking the management of any external consultants appointed to provide design or other professional services; directing design commissions in support of projects where appropriate; and overseeing the direct appointment and management of consultants for specific appointments and tasks.
3	Design Standards - developing and maintaining the set of SPS Estates Design Standards including specialist systems and specifications. Using a

	continuous improvement process and gathering data from a number of sources and, working with other Estates specialists, maintaining the standards up to date reflecting SPS requirements and best practice; disseminating information as required regarding content and use of standards; and initiating the development of new standards as required.
4	Project Assistance - Tailoring design standards to meet specific project needs - Inputting into initial stages of projects at business case and feasibility stages; assisting appointed Project Sponsors and Project Managers throughout design stages, attending design meetings as required; advising on design needs and co-ordination, assessing design outputs and deliverables, assisting in the preparation of tender documentation, tender / proposal evaluation and providing continual assistance through construction and handover stages in regards to design issues.
5	Resource Management - Developing, maintaining and operating the Estates electronic records system and providing oversight of technical staff; maintaining accurate records of the existing estate and ensuring inclusion of new and updated records; developing BIM policy, processes, documentation and associated IT systems.
6	Specialist knowledge - developing a specialist knowledge of the SPS estate for input into FOI's, investigations and enquiries. Maintaining expert knowledge of Scottish Government strategies and policies relating to the built environment, planning and construction, building standards and related statutory legislation. Developing contacts with other SG or UK governmental organisations including MOJ/NOMS/Home Office, HMPS, NIPS, police and other security or custody related organisations. In addition, Initiating trials of new products and providing investigation reports.

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		
Architect Registration Board (ARB) registered Architect.	Essential	CV Application
Experience		

Design Comprehensive experience of design, design management and process, specially related to significant infrastructure projects. Demonstrating your ability to negotiate with and positively influence others to achieve desired project outputs and deliverable.	Essential	Presentation Interview
Strategy Experience in undertaking, researching and developing strategic and/or specific responses to an estates business needs.	Essential	Interview
Design Standards Experience of defining and setting technical standards and monitoring performance, progress and delivery, initiating corrective actions and improvements as required.	Desirable	Interview
Knowledge & Skills		
Resource Comprehensive knowledge and understanding of electronic drawing management and document storage systems, specifically related to Common Data Environments and the ongoing maintenance and upkeep of BIM models.	Desirable	Interview
Building and Maintaining Relationships Evidence of building and maintaining relationships, demonstrating the ability to negotiate, influence and work collaboratively with a range of stakeholders and multi-disciplinary teams.	Essential	Interview
Written/Verbal Communication Excellent communication and interpersonal skills, with an ability to communicate effectively across a range and levels of stakeholders, both verbally and in writing. This includes the ability to prepare detailed written reports, presentations and briefing notes.	Essential	Presentation Interview
Planning, Implementation and	Essential	Interview

Control

Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan, manage competing demands, evaluate targets and work under pressure to ensure outputs are delivered within organisational budgets and timescales.

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	12noon
Application Form Competency Sift	<p>Candidates that meet the minimum eligibility criteria will have their application form reviewed by a panel of assessors.</p> <p>Results will be shared via the online recruitment system w/c 26 June 2023.</p>		
Presentation & Interview*	<p>Candidates successful at the competency sift stage will be invited to participate in the final stage of the assessment process which consists of a Presentation and Interview.</p> <p>Candidates progressing this stage will be provided with further information in the form of a formal invite to assessment.</p> <p>The presentation should be submitted prior to interview.</p> <p>Interviews will take place remotely week commencing 17 July 2023 and invites will be shared via the online recruitment system.</p>		

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

If you have any queries regarding the vacancy or have a disability that you feel may affect your performance at any stage in the recruitment and selection process, please contact **Rachael Ferguson** by email at: Rachael.Ferguson@prisons.gov.scot to allow reasonable adjustments to be made to assist you.

