UNLOCKING POTENTIAL TRANSFORMING LIVES

SPS SCOTTISH PRISON SERVICE

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	
Support the Technical Manager in all aspects of Estates work. To provide comprehensive repairs , diagnostic, fault finding and maintenance service for the systems e.g security systems, BEMS, networks, mechanical & electrical locking and key vending.	
Key Responsibilities	
1	Carry out reactive and planned maintenance and minor works throughout the establishment as instructed to all security plant, equipment and systems.
2	Maintain a safe and healthy working environment through regular checking and testing of electrical appliances and installations in accordance with relevant legislation. Participating in an "on call" rota for emergency repairs. Providing area coverage when required.
3	Monitor and adjust the mechanical control systems to ensure optimum performance within guidelines as well as inspection and testing.
4	To provide technical support and advice on security systems and equipment issues to the Technical Manager and other staff as necessary.
5	Assume practical responsibility for all security systems and equipment related installations, and provide timely pre-emptive condition reports to the Technical Manager.
6	Assess and order parts and equipment necessary for individual tasks, in conjunction with the administrator.

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		
Have completed a recognised apprenticeship and have obtained a minimum of a SVQ level 3 and a National Certificate (or equivalents) in any building services related discipline e.g. security systems, controls or electronic/electrical or mechanical. ***Please ensure CV clearly outlines the above qualifications deemed as essential.***	**Essential**	Application Pre-employment Checks *(you will be asked to provide evidence of your apprenticeship and qualification documentation)*
Hold appropriate qualifications in control or security systems maintenance, installations and IT.	**Desirable**	Application Pre-employment Checks *(you will be asked to provide evidence of your apprenticeship and qualification documentation)*
Experience		
Have experience of maintenance on industrial/commercial control systems including an IT element. ***Please ensure CV provides an example specific to the above criteria.***	**Essential**	Application Interview
Experience of maintenance and repairs, including security equipment, fire systems as well as experience of other basic maintenance tasks in electrical/mechanical disciplines. ***Please ensure CV provides a clear example of the above and/or willingness to develop.***	**Desirable**	Interview
Full driving licence that enables the person to drive in the UK, however SPS is willing to consider proposals put forward by applicants to carry out the duties by any other means.	**Essential**	Application Interview
Knowledge & Skills		

Sound knowledge of Health and Safety Legislation, Safe Systems of Work and contingency planning.	**Essential**	Interview
Ability to interpret and work from drawings, instructions and specifications	**Essential**	Interview
Basic working knowledge of IT systems and packages including Microsoft Word, Excel, Outlook and Internet Explorer. This should also include computer maintenance management systems (CMMS).	**Essential**	Interview
Self-motivated with the ability to make decisions and resolve problems within clearly defined parameters	**Essential**	Interview

Selection Process Key Dates

Vacancy Closes for Applications		**Time**	10:00
Interview Dates*	Week Commencing 06 February 2023.		
Outcomes of Interview	Outcomes of the interviews will not be released to you until all interviews have been completed. We are expecting to be able to provide outcomes by 13 February 2023.		

* please note we have the right to hold a competency sift pre-interview should the volume of applicants require it.

*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 **Chloe Haxton** by email at: **Chloe.Haxton@prisons.gov.scot** or by telephone on: **01324 710 444** to allow reasonable adjustments to be made to assist you.