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## APPLICANT PACK

### Maintenance Operative

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

| <b>Job Purpose</b>   |  |
|--|--|
| You will carry out basic routine planned preventative maintenance (PPM) and repair tasks. You will support the Area Estates team. This will be carried out to pre-set timescales, technical direction and standards. |  |
| <b>Key Responsibilities</b>  |  |
| 1  | Undertake routine work such as minor repair tasks on electrical, plumbing, building equipment and painting work.   |
| 2  | Supported by the engineering team, you will carry out allocated tasks and be trained in electrical appliance testing, inspecting fire systems, equipment maintenance testing and inspection.   |
| 3  | Maintaining a safe and healthy working environment and reporting any dangers/deficiencies.   |
| 4  | Carry out external grounds maintenance throughout the year (including winter grounds maintenance and gritting where you may be asked to work out with your normal working hours (on-call)). You will be trained to operate grounds maintenance plant and equipment, maintaining stock levels of essential materials required to fully maintain the external roads, footpaths, grassed areas, hedgerows and beds. |
| 5  | Assisting with the escorting of specialist external contractors when required.   |

## 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 of two National 5's, including Maths and English <b>or</b> equivalent qualifications <b>or</b> relevant experience of practical or manual working. | Essential           | Application               |
| Full Driving Licence that enables you to drive in the UK, however SPS will consider proposals put forward to carry out the duties by any other means.      | Essential           | Interview/Pre-appointment |
| <b>Experience</b>  |                     |                           |
| Skills and experience in using and handling tools and equipment; please provide examples of your experience.   | Essential           | Application<br>Interview  |
| Experience in carrying out basic engineering maintenance, repair tasks, grounds maintenance and painting; please provide examples of your experience.      | Desirable           | Interview                 |
| <b>Knowledge &amp; Skills</b>  |                     |                           |
| A basic understanding of Health and Safety in the workplace; please provide examples.  | Essential           | Application<br>Interview  |
| Be able to work as part of a team; please provide examples.  | Essential           | Interview                 |
| Positive attitude towards training and learning new skills; please provide examples.   | Essential           | Interview                 |
| Have a flexible approach to a wide variety of tasks; please provide examples.  | Essential           | Interview                 |

## Selection Process Key Dates

|  |   |             |         |
|--|---|-------------|---------|
| <b>Vacancy Closes for Applications</b> | 9 <sup>th</sup> October 2020  | <b>Time</b> | 12 noon |
| <b>Shortlisting</b>                    | <p>Should applicant numbers require, candidates may be asked to complete an online ability test to support the shortlisting process. The ability test is a 12-minute test which assesses ability in verbal, numerical and logical reasoning.</p> <p>You can access example test questions <a href="#">here</a>.</p> <p>If required, you will be asked to complete the online ability test between 12<sup>th</sup> and 18<sup>th</sup> October. If successful at this stage your application will be considered as outlined below.</p> |             |         |
| <b>Application Review</b>              | <p><b>19-20<sup>th</sup> October 2020</b></p> <p>Your application will be reviewed to determine if you will be progressed to the next stage.</p>  |             |         |
| <b>Interview*</b>                      | <p><b>26<sup>th</sup>-28<sup>th</sup> October 2020</b></p> <p>Further information will be provided to candidates progressing to this stage</p>  |             |         |

\*please note interview dates are subject to change.

Successful candidates will be subject to pre-employment checks which include an Enhanced Disclosure Scotland, a pre-employment medical assessment, and employment references.

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](mailto:Agata.Krupczynska@sps.pnn.gov.uk) or by telephone on: **01324 710497** to allow reasonable adjustments to be made to assist you.

