

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Maintenance Engineer – Buildings (Joiner) – Establishment

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification 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 will support the SPS Maintenance Team in all aspects of Estates work. Delivering preventative and reactive maintenance activities on estates locking, building fabric, installations, and replacements. Assisting other members of the team with their activities as required.</p> <p>There will be a requirement for the post holder to periodically work on call hours (allowance provided). It is expected that the post holder will be able to attend their home establishment within 1 hour. For this reason, a full driving licence that enables the person to drive in the UK is preferred. SPS is willing to consider proposals put forward by applicants to carry out the duties by any other means.</p>	
Key Responsibilities	
1	Responsible for ensuring all assigned tasks are inspected, tested, repaired or installed in a safe manner compliant with manufacturer's instructions and Health & Safety Executive (HSE) guidelines.
2	Assess, plan and report work requirements to manager. Maintain records through to completion, recording progress on the SPS Computerised Maintenance Management System (CMMS).
3	Maintain mechanical locks together with the security, operation and record keeping of the establishment lock store and associated documents as per SPS policy.
4	Ensure that all fire building systems and controls such as doors, seals, alarms, compartmentation etc. are intact and maintained in accordance with the Scottish Prison Service (SPS) Fire Safety Manual.
5	Become familiar with the operation and maintenance of the various SPS systems. Providing support, advice, and improvement recommendations to the Technical Manager. Assisting other members of the team with their activities as required.
6	Responsible and accountable for the security of all tools and materials used by you. Maintain a safe and healthy working environment in accordance with local regulations and relevant statutory legislation.

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	or	Stage of Selection Process Assessed
Qualifications			
<p>Applicants should have a recognised apprenticeship in carpentry and/or joinery to SVQ level 3.</p> <p>Evidenced equivalent significant experience will also be considered e.g. CSCS gold card holder.</p> <p>Please ensure CV clearly outlines the above qualifications deemed as essential.</p>	<input type="checkbox"/>		<input type="checkbox"/>
Knowledge, Skills & Experience			
<p>Experience relevant to the role having worked within a similar environment or other maintenance/construction environment as a carpenter or joiner.</p> <p>Please ensure CV provides an example specific to the above criteria.</p>	<input type="checkbox"/>		Competency Sift** Interview
<p>Have awareness of other basic maintenance and repair tasks on plant and equipment or be willing to develop these skills.</p>	<input type="checkbox"/>		Interview
<p>Sound knowledge of Building and Health and Safety Legislation e.g., Risk Assessments, Method Statements (Safe Systems of Work), Building (Scotland) Act and Regulations etc.</p>	<input type="checkbox"/>		Interview
<p>Ability to interpret from drawings, instructions, and specifications.</p>	<input type="checkbox"/>		Interview
Behaviours			

<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications	07/10/2024	Time	10:00
Interview Date*	23 rd – 30 th October		

*please note interview dates are subject to change.

**Please note a competency sift may take place before the interview stage to shortlist candidates where there are a high number of applicants therefore it is extremely important you include examples in your CV of your relevant experience.

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 Kelly Neill by email at: kelly.neill@prisons.gov.scot or by telephone on: 01324 710445 to allow reasonable adjustments to be made to assist you.

