

# 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

<b>Job Purpose</b>	
<p>The Maintenance – Electrician will support the Estates Management team in all aspects of Estates work to provide a comprehensive repairs and maintenance service for SP&amp;N and TP&amp;N distribution systems, including work to small power, inspection and testing, work to final circuits and lighting.</p> <p>There will be a requirement for you to periodically work on call hours, and you may need to travel to other establishments and areas.</p>	
<b>Key Responsibilities</b>	
1	Carry out reactive and planned maintenance and minor works throughout the establishment as instructed to all electrical 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. It is expected that you will be able to attend your home establishment within 60 minutes of being called out. You will also provide area coverage when required.
3	Monitor and adjust electrical control systems to ensure optimum performance within guidelines as well as electrical inspection and testing.
4	To provide technical support and advice on electrical and electronic issues to the Technical Manager and other staff as necessary.
5	Assume practical responsibility for all electrical 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?
<b>Qualifications</b>		
<p>Have served a recognised apprenticeship and have obtained a qualification in an electrical discipline to a minimum of SVQ Level 3 or equivalent.</p> <p><b><i>Please ensure CV clearly outlines the above qualifications deemed as essential.</i></b></p>	<b>Essential</b>	<p>Application</p> <p>Pre-employment Checks (<i>you will be asked to provide evidence of your apprenticeship and qualification documentation</i>)</p>
<p>Hold a current electrical qualification in electrical installations, for example City and Guilds 2382 or BS7671 (18<sup>th</sup> Edition).</p> <p><b><i>Please ensure CV clearly outlines the above qualifications deemed as essential.</i></b></p>	<b>Essential</b>	<p>Application</p> <p>Pre-employment Checks (<i>you will be asked to provide evidence of your apprenticeship and qualification documentation</i>)</p>
<b>Experience</b>		
<p>Have experience in the installation, repair and maintenance of electrical systems and installations in an industrial/commercial environment including SP&amp;N, TP&amp;N systems and including carrying electrical / electronic systems maintenance and repairs.</p> <p><b><i>Please ensure CV provides an example specific to the above criteria.</i></b></p>	<b>Essential</b>	<p>Application</p> <p>Interview</p>
<p>Have awareness of other basic maintenance and repair tasks (for example, mechanical and building works maintenance and repairs), or be willing to</p>	<b>Essential</b>	<p>Application</p> <p>Interview</p>

develop these skills.  <b>Please ensure CV provides a clear example of the above and/or willingness to develop.</b>		
Have experience in inspection and testing on electrical systems and installations.	<b>Desirable</b>	Interview
<b>Knowledge &amp; Skills</b>		
Self-motivated with the ability to make decisions and resolve problems within clearly defined parameters.	<b>Essential</b>	Interview
Sound knowledge of Health and Safety Legislation, Risk Assessments and Method Statements (Safe Systems of Work).	<b>Essential</b>	Interview
Ability to interpret from drawings, instructions and specifications.	<b>Essential</b>	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.	<b>Essential</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	10:00
<b>Interview Dates*</b>	Commencing 8 <sup>th</sup> March 2023.		
<b>Outcomes of Interview</b>	Outcomes of the interviews will not be released to you until all interviews have been completed.		

\* 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 Erin Matheson by email at: [Erin.Matheson@prisons.gov.scot](mailto:Erin.Matheson@prisons.gov.scot) or by telephone on: **01324 710443** to allow reasonable adjustments to be made to assist you.



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