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## APPLICANT PACK

### OFFICER INSTRUCTOR – JOINER

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.

The selection process will be split into 6 stages:

#### SELECTION PROCESS:

**Stage 1: Application Form (all candidates)**– applicants will complete an online application form via the online recruitment system.

**Stage 2: Situational Judgement Test (on promotion)**– candidates successful at shortlisting who are applying on promotion will undertake a values-based online situational judgement test. The scenarios presented are typical situations that Prison Officers face in their everyday duties. This exercise has no time limit but it is expected to take approximately 25-30 minutes to complete.

**Stage 3: Cognitive Ability Test (on promotion)**– those who successfully pass the situational judgement test will undertake an online cognitive ability test, which will assess cognitive ability across verbal, numerical and logical reasoning. This test is time limited and lasts 12 minutes.

**Stage 4: Group Exercise and Written Exercise (on promotion)**– those who successfully pass the cognitive ability test will undertake a group exercise and written exercise.

**Stage 5: Interview (Residential Officer)** –Those who successfully pass the group and written exercises will undertake the Residential Officer Interview. In addition, a sample of candidates at this stage of the process will be asked to undertake supervised follow-up cognitive ability testing to verify the results from their earlier online test.

**Stage 6: Technical Skills Interview** – The final stage of the selection process. Those successful at Interview (Residential Officer) **plus** all substantive D Band applicants who have been successful at Stage 1 will undertake a Technical Skills Interview, where you will be assessed against the relevant published criteria for the Officer Instructor role.

**Candidates to Note:** Should you be successful in gaining this role on promotion you will within 18 months of taking up appointment be required to complete the Residential Officer training programme as the first stage of the professional development pathway to a successful outcome.

- **Job Description – Officer Instructor - Joiner**

Job Purpose	
The post holder will be responsible for the effective management and development of those in our care within the context of vocational training and employment. They will support those in our care in gaining nationally recognised qualifications aimed at improving their employment prospects on release.	
Key Responsibilities	
1	Deliver required certified training to meet targets set for the establishment in accordance with the Performance Contract.
2	Effectively train and instruct prisoners in the theory and practice required to achieve the standards set by the relevant examining body or training organisation.
3	Maintain security and discipline in the workplace by monitoring of tool issue, rub down searches and searches of the workplace meeting security standards set by National Policy.
4	Ensure effective use of resources: budget, prisoner numbers, wages, time, materials, tooling and equipment within functional area.
5	Ensure effective maintenance of machinery and equipment is carried out in accordance with regulations.
6	Maintenance of a safe and healthy compliant working environment through regular and effective Hazard Identification and Risk Assessment.

## STAGES 1 & 6 – ASSESSMENT INFORMATION

### 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>		
Served a recognised Carpentry/Joinery apprenticeship and achieved accredited qualification (City & Guilds or SVQ equivalent).	Essential	<ul style="list-style-type: none"><li>• Application (Stage 1)</li></ul>
Achieved A1 (D32) Assessor Award or willing to work towards.	Essential	<ul style="list-style-type: none"><li>• Application (Stage 1)</li></ul>
<b>Experience</b>		
Experience of inspection and maintenance of industrial machinery in a workshop / training environment.	Essential	<ul style="list-style-type: none"><li>• Application (Stage 1)</li><li>• Technical Skills Interview (Stage 6)</li></ul>
Experience of delivering training in an industrial environment.	Desirable	<ul style="list-style-type: none"><li>• Technical Skills Interview (Stage 6)</li></ul>
<b>Knowledge &amp; Skills</b>		

Knowledge of current certification provided by SQA. In particular National Progression Awards pertinent to Carpentry and Joinery.	Essential	<ul style="list-style-type: none"> <li>• Technical Skills Interview (Stage 6)</li> </ul>
Sound knowledge of Health & Safety legislation, particularly in relation to Risk Assessments, Safe Systems of Work and Control of Substances Hazardous to Health (COSHH) regulations.	Essential	<ul style="list-style-type: none"> <li>• Application (Stage 1)</li> <li>• Technical Skills Interview (Stage 6)</li> </ul>
Effective communication and interpersonal skills, with the ability to lead and motivate others to achieve positive results.	Essential	<ul style="list-style-type: none"> <li>• Application (Stage 1)</li> <li>• Technical Skills Interview (Stage 6)</li> </ul>
Self-motivated with the ability to plan, prioritise and assess candidate skill levels through observation.	Essential	<ul style="list-style-type: none"> <li>• Application (Stage 1)</li> <li>• Technical Skills Interview (Stage 6)</li> </ul>

## ASSESSMENT INFORMATION - STAGES 2,3,4,5– CANDIDATES SEEKING PROMOTION

As described above, candidates who are applying on promotion will be required to undertake assessment for promotion

Please note that if you successfully all stages but are subsequently unsuccessful at Stage 6, you will not be considered for promotion to Residential Officer out with a national Residential Officer campaign and will need to re-apply for future opportunities as they emerge

Competencies	Essential /Desirable	When Assessed
<b>Values</b> Personal values which are aligned to and consistent with SPS Values. <b>Belief</b> - believe that people can change	Essential	<ul style="list-style-type: none"> <li>• Situational Judgement Test (Stage 2)</li> <li>• Group Exercise (Stage 4)</li> <li>• Interview (Stage 5)</li> </ul>

<p><b>Respect</b> - have proper regard for individuals, their needs and their human rights</p> <p><b>Integrity</b> - apply high ethical, moral and professional standards</p> <p><b>Openness</b> - work with others to achieve the best outcomes</p> <p><b>Courage</b> - have the courage to care regardless of circumstances</p> <p><b>Humility</b> - recognise that we can learn from others</p>		
<p><b>Cognitive Ability</b></p> <p>An ability to comprehend written passages, perform basic mathematical functions, draw logical conclusions, and identify patterns.</p>	Essential	<ul style="list-style-type: none"> <li>• Cognitive Ability Test ( Stage 3)</li> </ul>
<p><b>Commitment to Professional Development</b></p> <p>Commitment to continuous professional development to support your own learning and development as well as the development of those in our care.</p>	Essential	<ul style="list-style-type: none"> <li>• Written Exercise (Stage 4)</li> <li>• Interview (Stage 3)</li> </ul>
<p><b>Supporting Others</b></p> <p>Experience of providing support, advice or guidance to others.</p>	Essential	<ul style="list-style-type: none"> <li>• Interview (Stage 5)</li> </ul>
<p><b>Making a Difference</b></p> <p>Experience of making a positive difference to the lives of others.</p>	Essential	<ul style="list-style-type: none"> <li>• Interview (Stage 5)</li> </ul>
<p><b>Resilience</b></p> <p>Experience of managing challenging circumstances or behaviours, using your emotional intelligence to prevent or resolve conflict, regulate your own emotional reactions and positively influencing others to achieve desired results.</p>	Essential	<ul style="list-style-type: none"> <li>• Interview (Stage 5)</li> </ul>

<b>Building &amp; Maintaining Relationships</b>  Ability to foster good relationships and work effectively and collaboratively with a diverse range of people, sharing knowledge and skills, and influencing others to achieve desired outcomes.	Essential	<ul style="list-style-type: none"> <li>Group Exercise (Stage 4)</li> </ul>
<b>Problem Solving &amp; Decision Making</b>  Ability to proactively identify issues, recognise themes and patterns in order to implement solutions and make decisions which are defensible, evidence-based, take account of risks, appropriate and timely.	Essential	<ul style="list-style-type: none"> <li>Group Exercise (Stage 4)</li> </ul>
<b>Communication Skills</b>  Ability to manage situations, relationships and conflict through effective use of communication skills.	Essential	<ul style="list-style-type: none"> <li>Group Exercise (Stage 4)</li> </ul>
<b>Managing Information</b>  Ability to use a computer and other digital devices to process, analyse, evaluate and disseminate information and produce high quality written reports and maintain effective and accurate records.	Essential	<ul style="list-style-type: none"> <li>Group Exercise (Stage 4)</li> </ul>

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	24 November 2020	<b>Time</b>	23:55
<b>Stage 1: Competency Sift Outcomes</b>	26 November 2020		
<b>Stage 2: Situational Judgement Tool</b>	Between 31 <sup>st</sup> November and 2 <sup>nd</sup> December 2020		
<b>Stage 3: Cognitive Ability Test</b>	Between 2nd and 7th November 2020		
<b>Stage 4: Group Exercise &amp; Written Exercise</b>	16 <sup>th</sup> December 2020		
<b>Stage 6 : Final Stage Interview ( Technical Skills)</b>	Between 6 <sup>th</sup> and 13 <sup>th</sup> January 2021		
<b>Outcomes</b>	TBC		

\*Candidates will receive further information regarding the selection process at relevant stages of the process. Whilst every effort will be made to adhere to the dates specified, assessment dates may be subject to change dependant on applicant numbers and assessor availability. 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 **Rachael Ferguson** by email at: [Rachael.Ferguson2@sps.pnn.gov.uk](mailto:Rachael.Ferguson2@sps.pnn.gov.uk) or by telephone on: **01324 722213** to allow reasonable adjustments to be made to assist you.