

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

Job Purpose	
<p>The post holder is required to work closely with all management levels within the maintenance team. This role is an integral part of the regional Estates service delivery team and will provide process support - providing expertise in the planning, co-ordination and monitoring of maintenance services across all Establishments within the area ensuring all are compliant with legislative tasks and standardisation of the administrative functions. This will include the day to day Management and recording of the Computerised Maintenance Management System (CMMS) throughout the area where this supports maintenance activities. Co-ordination of both National and Local Engineering Maintenance Contracts (NEMC & LEMC's), co-ordination and recording of the area training and liaising with the Technical Training and Business Development Manager (TT&BDM).</p> <p>The post holder will manage and develop systems that support the data collection, auditing, performance measurement and provision of management information to support continuous improvement.</p> <p>The post holder will have responsibility for the area administration of the Agresso finance system.</p>	
Key Responsibilities	
1	Line management responsibility of area estates administrative staff, ensuring compliance with processes and procedures. Central liaison point for the area and the TT&BDM Co-ordinate (for all staff in the area) all identified statutory core to role training courses with TT&BDM - this may include liaison with external training providers.
2	Be responsible for the CMMS system (including provision of local training) with the aim of assisting in maintenance performance and asset management ensuring that CMMS is updated to reflect changes in use etc. Undertake regular checks and audits of CMMS to ensure compliance.
3	Ensure regular production of accurate/ reliable management reports on request and provide senior managers with performance reports e.g.

	progress on all planned maintenance and reactive repairs, project updates, finance etc.etc.
4	Co-ordinate identified NEMC and LEMC maintenance visits across the estate area. Populate CMMS calendar with NEMC/LEMC contract information.
6	In conjunction with the HQ Systems Administration Manager (SAM) ensure that up-to-date PPM schedules for all Establishments within the Area are entered onto the CMMS and that reports are produced in the agreed format - contribute to the design and effectiveness of these.
7	Secretarial support to the area estates team for management meetings at each establishment including but not limited to project pre-start/progress meetings and any other meetings deemed necessary.

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		
The job holder would normally require qualifications at Higher grade or equivalent, or relevant experience.	Essential	Application
Experience		
Technical Extensive Experience in the use of Microsoft packages including Excel, Word, Outlook, PowerPoint and Databases.	Essential	Application Interview
Financial Experience of payment authorisations for transactions and coordination of monthly returns. The job holder is required to be competent in IT Finance Systems and act as a point of contact for other general users of the system.	Essential	Application Interview

Administration Evidence of fully developed administration, data input and analysis skills with knowledge of organisation required to have a fully operational pre planned maintenance programme.	Essential	Application Interview
Knowledge & Skills		
Planning and Prioritising Evidence of excellent organisational skills, demonstrating your ability to prioritise workloads, forward plan, manage competing demands, and work under pressure to ensure outputs are delivered within organisational timescales.	Essential	Interview
Managing and Leading Evidence of excellent organisational skills, demonstrating your ability to prioritise workloads, forward plan, manage competing demands, and work under pressure to ensure outputs are delivered within organisational timescales.	Essential	Interview
Communication and Interpersonal Skills Excellent verbal and written communication and interpersonal skills, with the ability to build positive working relationships at all levels and effectively influence and negotiate with others to achieve desired outcomes	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Application Review	<input type="text"/> 2023		
Interview Date*	Week commencing 5 th June*		

***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 or by telephone on: **01324 710443** to allow reasonable adjustments to be made to assist you.

