

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Regimes Officer- Joiner (External)

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 will be responsible for working directly with prisoners within the Joinery Workshop at HMP Edinburgh promoting positive engagement. They will support prisoners gain appropriate nationally recognised qualifications aimed at improving their employment prospects on release. As part of the role the post holder will engage in community facing projects working alongside a range of internal and external stakeholders. In addition, the post holder will play a key role in daily prisoner management including, where required, providing short term cover in the residential halls.</p> <p>As this is an operational role, the successful candidate will be required to attend the 6 week Operational Foundation Programme (OFP) prior to taking up post in the establishment. The next OFP is scheduled for January 2020 at HMP Grampian. Full travel and subsistence will be provided during the 6 weeks. On the successful completion of the OFP the candidate will take up post at HMP Edinburgh.</p>	
Key Responsibilities	
1	Deliver required certified training to meet targets set for the establishment in accordance with the Performance Contract. Provide support to other areas to ensure effective service delivery.
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, healthy and standards compliant working environment through regular and effective Hazard Identification and Risk Assessment.

## 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 Wood Working apprenticeship and achieved an accredited qualification (City & Guilds or SVQ equivalent).	Essential	Application
Achieved the A1 (D32) Assessor Award or willing to work towards.	Essential	Application
<b>Experience</b>		
<b>Joinery / Woodwork Experience</b>  Experience of working in an industries type background in a joinery/wood working environment with the ability to interpret and work from drawings, instructions and specifications	Essential	Application Interview
<b>Safe Working Practices</b>  Health & Safety at Work (including fire regulations and COSHH)	Essential	Application Interview
<b>Developing Others</b>  Experience of developing and supporting others	Essential	Interview
<b>Knowledge &amp; Skills</b>		
<b>Influencing the behaviour of others</b>	Essential	Interview

Evidence of your ability to confidently and positively influence and where necessary challenge the behaviours of others		
<b>Planning</b>  Self-motivated and proactive with the ability to manage competing priorities	Essential	Written Exercise
<b>Working with Others</b>  Ability to work individually and as part of a team and demonstrate strong leadership skills as well as an ability to build and maintain effective working relationships.	Essential	Interview
<b>Communication Skills</b>  Excellent written and oral communication skills.	Essential	Written Exercise Interview
<b>Numeracy &amp; literacy skills</b>  Basic level of numeracy and literacy skills in order to comprehend and clearly articulate information.	Essential	Psychometric Testing
<b>Fitness</b>  Appropriate level of physical fitness to operate safely and effectively in the role.	Essential	Fitness Test

Competency / Assessment Method	Stage 1	Stage 2		Stage 3	
	Application	Ability Tests	Written Exercise	Interview	Fitness Test
Qualifications	✓				
Joinery / Woodwork Experience	✓			✓	
Safe Working Practices	✓			✓	
Developing Others	✓			✓	

Influencing the behaviours of others				✓	
Planning			✓		
Working with Others				✓	
Communication Skills			✓	✓	
Cognitive Ability		✓			
Fitness					✓

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	28 October 2019	<b>Time</b>	23.55
<b>Cognitive Ability Tests ( online)</b>	05/11/19		
<b>Written Exercise</b>	13/11/19		
<b>Interview</b>	14/11/19		

**\*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 **Madeleine Wood, HR Administrator** by email at: [Madeleine.Wood@sps.pnn.gov.uk](mailto:Madeleine.Wood@sps.pnn.gov.uk) or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

