

# 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>	
To provide advice, guidance and support to SPS managers and staff to enable them to fulfil their respective Health & Fire Safety (HFS) responsibilities competently and in accordance with legislation and SPS Policies and Procedures. Carry out compliance monitoring and reviews of the SPS Safety Management System (SMS) and HFS Policies.	
<b>Key Responsibilities</b>	
1	Carry out compliance monitoring and reviews of the SPS Safety Management System (SMS) and HFS Policies.
2	Provide the Governor-in-Charge (GIC) Senior Management Teams (SMT) and the Health & Safety Committee (HSC) with compliance data relating to the HFS SMS.
3	Provide advice, guidance and support to managers in carrying out suitable and sufficient H&S Risk Assessments and Safe Systems of Work (SSOW) in accordance with the SPS SMS and Health Safety Executive (HSE) Legislation.
4	Co-ordinating local arrangements for accident investigation and reporting in accordance with the reporting of injuries, Diseases and Dangerous Occurrences (RIDDOR) 13 Regulations and SPS Policy.
5	Carry out Fire Incident and False Alarm Investigations and compile detailed reports.
6	Carry out suitable and sufficient Fire Risk Assessment Reviews / Alteration Notices in accordance with the SPS Fire Safety Manual.

### 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>		
Hold NEBOSH General Certificate (Level 3) and be willing to work towards the NVQ level 5/6 qualification or equivalent / NEBOSH National Diploma with a view to completing the qualification within 18 - 24 months.	Essential	Application
NEBOSH Fire Safety and Risk Management Certificate or the SPS Fire Safety Certificate.	Essential	Application
<b>Experience</b>		
Previous practical experience working in a H&S or Fire Safety role.	Desirable	Interview
<b>Knowledge &amp; Skills</b>		
In depth knowledge of Health & Safety and Fire Safety.	Essential	Application Interview
General knowledge of prison rules, regime and procedures such as control and restraint as these may impact on the application of Health & Safety and Safety/Fire Safety Policy/Accident investigation outcomes.	Essential	Application Interview
Understanding of how Health & Safety impact on other areas within establishment.	Essential	Application Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	02 December 2020	<b>Time</b>	23:55
<b>Interview Date*</b>	15 December 2020		

\*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 **Rachael Ferguson** by email at: **Rachael.Ferguson2@sps.pnn.gov.uk** or by telephone on: **01324 722213** to allow reasonable adjustments to be made to assist you.

