

# UNLOCKING POTENTIAL TRANSFORMING LIVES



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## APPLICANT PACK

### CATERING OFFICER

#### HMP SHOTTS

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

Job Purpose	
The post holder will provide support to the Catering Manager in the effective delivery of catering provision to the establishment, and to effectively manage and develop prisoners within the Catering Department. The post holder will work with and supervise prisoners within the kitchen and server areas.	
Key Responsibilities	
1	Plan, operate and control the production service of prisoner meals that meet specific dietary and cultural requirements and ensure these are prepared and supplied timeously to the highest standard.
2	Be responsible for the standards of cleanliness and hygiene of premises and equipment and maintain security of all aspects of the Catering Department, e.g. freezers, knives, prisoner movements etc.
3	Assist in the on-going supervision, catering training and assessment of all prisoners working within the Catering Department, ensuring accurate records are maintained and that the Prison Records System (PR2) is updated appropriately.
4	Ensure all maintenance of fabric, machinery and equipment is carried out in accordance with regulations and carry out temperature checks when required, e.g. fridges, freezers, hotplates, hot and ambient and chilled foods.
5	Compliance of Health and Safety Regulations by all staff and prisoners by carrying out daily inspections as well as ensuring good order and discipline of prisoners maintained. This includes carrying out and recording all aspects of Hazard Analysis and Critical Control Points (HACCP) procedures in conjunction with the SPS Food Safety Manual.
6	Engage with SPS staff and develop internal and external catering contacts.

## 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>		
SVQ Level 2 in Food Preparation and Cooking or equivalent / willing to work towards within 3 years of taking up appointment and SVQ Level 3 in Custodial Care or relevant Operational experience.	Essential	Application (Stage 1) Verified at interview
Royal Environmental Health Institute of Scotland (REHIS) Intermediate Food Hygiene Certificate/willing to achieve within 12 months of taking up appointment	Essential	Application (Stage 1) Verified at interview
<b>Experience</b>		
<b>Catering Experience</b> Experience of working in a commercial kitchen providing first class customer service	Essential	Application (Stage 1) Technical Skills Interview (Stage 6)
<b>Safe Working Practices</b>	Essential	Application (Stage 1)

Practical application of food preparation and cooking in line with Food Safety, Health and Safety, and Health and Hygiene Legislation.		Technical Skills Interview (Stage 6)
<b>Developing Others</b> Experience of developing and supporting others	Essential	Technical Skills Interview (Stage 6)
<b>Knowledge &amp; Skills</b>		
<b>Influencing the behaviour of others</b> Evidence of your ability to confidently and positively influence and where necessary challenge the behaviors of others	Essential	Technical Skills Interview (Stage 6)
<b>Planning</b> Self-motivated and proactive with the ability to manage competing priorities	Essential	Technical Skills Interview (Stage 6)
<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	Technical Skills Interview (Stage 6)
<b>Numeracy &amp; literacy skills</b> Basic level of numeracy and literacy skills in order to comprehend and clearly articulate information.	Essential	Technical Skills Interview (Stage 6)

### ASSESSMENT INFORMATION - STAGES 2,3,4,5- INTERNAL 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  <b>Respect</b> - have proper regard for individuals, their needs and their human rights  <b>Integrity</b> - apply high ethical, moral and professional standards  <b>Openness</b> - work with others to achieve the best outcomes  <b>Courage</b> - have the courage to care regardless of circumstances  <b>Humility</b> - recognise that we can learn from others	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>
<b>Cognitive Ability</b> An ability to comprehend written passages, perform basic mathematical functions, draw logical conclusions, and identify patterns.	Essential	<ul style="list-style-type: none"> <li>Cognitive Ability Test ( Stage 3)</li> </ul>

<b>Commitment to Professional Development</b>  Commitment to continuous professional development to support your own learning and development as well as the development of those in our care.	Essential	<ul style="list-style-type: none"> <li>• Written Exercise (Stage 4)</li> <li>• Interview (Stage 3)</li> </ul>
<b>Supporting Others</b>  Experience of providing support, advice or guidance to others.	Essential	<ul style="list-style-type: none"> <li>• Interview (Stage 5)</li> </ul>
<b>Making a Difference</b>  Experience of making a positive difference to the lives of others.	Essential	<ul style="list-style-type: none"> <li>• Interview (Stage 5)</li> </ul>
<b>Resilience</b>  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.	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>	<div></div> <div></div>	23:55
<b>Stage 1: Competency Sift Outcomes</b>	w/c 30 January	
<b>Stage 2: Situational Judgement Tool</b>	w/c 13 February	
<b>Stage 3: Psychometric</b>	w/c 20 February	

Test	
<b>Stage 4: Group Exercise &amp; Written Exercise</b>	2 March
<b>Stage 5: Residential Officer Interview</b>	17 March
<b>Stage 6 : Final Stage Interview (Technical Skills)</b>	W/c 20 March or w/c 27 March* *could be subject to change

\*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 Shotts HR team by email at: [ShottsHR@prisons.gov.scot](mailto:ShottsHR@prisons.gov.scot) or by telephone on: 01501 824 054 to allow reasonable adjustments to be made to assist you.