

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Technical Manager

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	
The role of Technical Manager (Mechanical) is responsible for leading a team of Maintenance Engineers and administrators, managing team workload to ensure the prison estate is maintained. Your role will be to plan and direct engineers to carry out reactive and planned preventative maintenance for all systems and plant, including plumbing, gas, heating and ventilation and Building Energy Management System (BEMS).	
Key Responsibilities	
1	Lead a team of Maintenance Engineers and Administrators, managing team workload and monitoring and supporting the progress of planned preventative maintenance (PPM) and repair tasks.
2	Through the development and delivery of appropriate training and support, develop internal capacity and skill; empowering engineers to make confident and appropriate engineering decisions.
3	Ensure all finances are managed in line with budget and designated authority spending levels.
4	Ensure health and safety considerations are taken into account when planning and executing works by the team. Manage risk assessments, method statements and permits to work.
5	You will be responsible for managing, monitoring and reporting on the performance of local and national maintenance contracts.
6	You will undertake complex technical fault finding and ensure that all works comply with the relevant legislation including Building and Fire Regulations, Lifting Operations and Lifting Equipment regulations (LOLER) and gas regulations.

## 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>		
<p>Have completed a recognised apprenticeship in in Engineering Services (mechanical) or plumbing or heating and ventilation.</p> <p>For example SVQ level 3 or City and Guilds Level 3 and a National Certificate (or equivalent) in Engineering Services (mechanical) or plumbing or heating and ventilation.</p> <p>You will hold a current gas qualification.</p> <p><b>ESSENTIAL</b></p>	Essential	Application
<p>Have completed an HNC in an engineering subject or prepared to work towards one with full support from the SPS if required.</p>	Essential	Application Interview
<b>Experience</b>		
<p><b>ESTATES MAINTENANCE EXPERIENCE</b></p> <p>Experience of mechanical, gas, plumbing, heating and ventilation maintenance and repair work and also a willingness to develop new skills in electrical and building maintenance. This includes experience of</p>	Essential	Application Discussion Topic Interview

providing support, advice and direction to others in carry out installation works or complex mechanical repairs.		
<b>IT SKILLS</b>  Proven IT skills within a maintenance environment.	Essential	Interview
<b>DRIVING/TRAVEL</b>  A full driving licence that enables the person to drive in the UK, however SPS is willing to consider proposals put forward by applicants to carry out the duties by any other means.	Essential	Interview
<b>Knowledge &amp; Skills</b>		
<b>KNOWLEDGE OF LEGISLATION</b>  Sound knowledge of relevant legislation including Health & Safety, Safe Systems of Work, Building and Fire Regulations, Lifting Operations and Lifting Equipment regulations (LOLER) and gas regulations.	Essential	Application Interview Discussion Topic
<b>PLANNING AND PRIORITISING</b>  Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands to ensure outputs are delivered on time.	Essential	Interview
<b>BUILDING AND MAINTAINING RELATIONSHIPS</b>  Evidence of your ability to foster effective working relationships with a range of stakeholders and influence others to achieve desired outcomes.	Essential	Interview
<b>PROBLEM SOLVING AND DECISION MAKING</b>  Evidence of your excellent problems solving skills and your ability to provide practical and creative solutions to a range of resourcing issues.	Essential	Discussion Topic Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<b>09 August 2020</b>	<b>Time</b>	<b>23:55</b>
<b>Application Review</b>	<b>13 August</b> Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.  We will update you of the outcome via the Online Recruitment system.		
<b>Interview Date*</b>	<b>20 August 2020</b> The assessment day will consist of a Discussion Topic and Interview. Candidates progressing this stage will be provided with further information in the form of a formal invite to assessment.  *Additional date of 21 August will be added if required.		

**\*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 **name** by email at: **email** or by telephone on: **number** to allow reasonable adjustments to be made to assist you.

