

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>Working within the Scottish Prison Service's Estates and Technical Services, you will provide a project management and contract management service on a variety of different construction projects from refurbishment to new build, being responsible for the successful delivery of such projects to stated time, cost and quality requirements.</p> <p>This role will include developing appropriate contract strategies; leading stakeholder engagement; and appointing and managing consultants and contractors to deliver business led solutions for a fit for purpose SPS built environment.</p> <p>This role requires travel across all Scottish Prison Service sites and as such, a driving licence would be advantageous.</p>	
Key Responsibilities	
1	Implementing and delivering project management and contract management services on a variety of construction projects, ensuring successful delivery to the approved time, cost and quality requirements. This will include the preparation of Employer's Requirements and compiling of contract documentation that accurately represent the requirements of the work, best practice and value of money; working to ensure that SPS interests are protected and delivered by contract completion through effective contract management of all appointed SPS consultants and contractors; and that projects are handed over fully tested and documented with appropriate support and training in place to enable best use of the facility/asset. Depending on the balance of cost and complexity the Assistant Project Manager may be the on the project or may support a Senior Project Manager.
2	Preparing accurate and comprehensive reports on the delivery of your projects throughout the life of these projects. This will include design review reports during the design development; monthly project delivery progress reports and expenditure reports; weekly updates; as well as audit reports; offsite and onsite inspection reports; and remedial and defect management reports. Also, as required, interrogating consultant and contractor reports and, as necessary, preparing reports seeking authorisation that clearly set out the background, any contractual issues and the proposed solution to any such type of issue.
3	Determining, utilising and controlling resources, both internal and external, to best ensure your projects achieve the project delivery requirements. This will include the

	timeous involvement of SPS technical and operational specialists and stakeholders in the determination of requirements (both SPS and legislative) and in the compliance checking of proposals and works carried out.
4	Providing legislation guidance and best practice on relevant and emerging technologies; preparing accurate, comprehensive and easy to read (for non-specialist) specialist reports and presentations for feasibility studies, business cases and proposals; undertaking defect analysis with straightforward explanation.
5	In support of other SPS Project Managers developing project specific client briefs, specifications and requirements; assessing tenders and proposals; evaluating contract documentation: carrying out on-site and offsite inspections of work; defects and commissioning checks.

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		
HND minimum in a construction related discipline.	Essential	CV Application
Working towards a degree and achieving Chartered status and/or full membership of a relevant professional institution.	Desirable	CV Application
Experience		
Relevant experience working on multi-site, multi-buildings, multi-systems and/or on a complex estate with an operational workforce where in either situation business continuity and multiple stakeholder consultation are required.	Essential	Competency Sift Presentation Interview
Successful project and contract management of construction projects, utilising relevant forms of contract and project management techniques and processes.	Desirable	Interview
Experience in developing technical briefs and documentation as well as in design reviews, audit, offsite inspections and defect analysis.	Desirable	Interview

Knowledge & Skills		
Communication & Interpersonal Skills Excellent interpersonal skills with an ability to clearly and effectively communicate issues and requirements via a range of mediums (written and verbal) to a wide audience both technical and non-technical.	Essential	Presentation Interview
Building & Maintaining Relationships Accomplished people management skills with the ability to build and maintain effective, flexible and collaborative working relationships with a wide range of internal and external stakeholders demonstrating your ability to negotiate with and positively influence others to achieve desired results.	Essential	Interview
Problem Solving & Decision Making Excellent decision-making skills with evidence of your ability to analyse complex issues, problem solve and produce credible recommendations by exercising a high level of initiative, judgement and discretion in deciding appropriate actions to be undertaken.	Essential	Competency Sift Interview
Efficiency Focussed Ability to deliver successful solutions against a backdrop of limited resources and challenging timescales within a demanding environment with minimum supervision.	Essential	Presentation Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	12noon
Competency Sift	<p>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.</p> <p>The results of the competency sift stage will be shared by 11th August 2022.</p>		
Cognitive Ability Testing	<p>Candidates successful at the competency sift stage will be invited to undertake Cognitive Ability Testing. The test will be made up of three sub-tests, assessing Verbal, Numerical and Abstract Reasoning ability. The test will be administered by Cubiks Online and the level you will be assessed at is General (Advanced).</p> <p>The test will take place online and will last for 20 minutes.</p> <p>You will be emailed by our testing providers to your nominated email address, with links to the testing; these links will be open for 24 hours a day during the above dates.</p> <p>Failure to complete will result in your application being withdrawn.</p> <p>The window for testing will be open between 12th – 19th August 2022.</p>		
Presentation & Interview	<p>Candidates successful at the competency sift stage will be invited to participate in the final stage of the assessment process which consists of a Presentation and Interview.</p> <p>Candidates progressing this stage will be provided with further information in the form of a formal invite to assessment.</p> <p>The presentation should be submitted by 26th August 2022, prior to interview.</p> <p>Interviews will take place remotely over the 29th August 2022 and invites will be shared via the online recruitment system.</p>		

***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.Ferguson@prisons.gov.scot** or by telephone on: **01324 710484** to allow reasonable adjustments to be made to assist you.



