

Recruitment Information Pack



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

PROPERTY OFFICER

VACANCY REF:	SFRS02029
CONTRACT STATUS:	Permanent
GRADE:	5
LOCATION:	Inverness Offices, Stores & Workshops
DEPARTMENT:	Asset Management, Finance and Contractual Services
SALARY:	£32,038 - £35,322
HOURS:	35
CLOSING DATE:	12 April 2022

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

If you have any further questions, please contact the Workforce Planning and Resourcing Team on 01698 402607 or email SFRS.PODVacancies@firescotland.gov.uk.



THE SCOTTISH FIRE AND RESCUE SERVICE

The Service was established on 1 April 2013, bringing together the collective skills and experience from across Scotland's previous eight Fire and Rescue Services.

Now, as national organisation we deliver our front-line services locally across the 3 Service Delivery Areas (SDA's) in the North, East and West of Scotland. More information about the SDA's, including maps showing area coverage, can be found by clicking on the links detailed below:

[North Service Delivery Area](#)

[East Service Delivery Area](#)

[West Service Delivery Area](#)

As well as front-line Service Delivery roles, our uniformed roles can span into Directorate functions such as Response and Resilience, People and Organisational Development, Prevention and Protection.

Our high service standards have demanded an ever-increasing commitment to development and our uniformed colleagues continue to be amongst the best equipped and most highly trained in the world.

BENEFITS

A career in the SFRS is wide and varied. As well as excellent learning opportunities, working with us you can expect:

- A rewarding, varied career
- A competitive salary and attractive pension scheme
- A range of excellent family friendly policies including those that promote a work life balance
- Excellent training, development and career progression opportunities
- Generous leave entitlement that increases with service
- Wide range of employee benefits available to you and your family including the Firefighters charity/Family Support Trust
- Access to 'mylifestyle' for saving/discount schemes, including tax savings through our salary sacrifice schemes
- Access to gym facilities and health and wellbeing services and advice
- The potential to work in widely diverse workplaces and locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

By working together and delivering on the aims of reform, we will reduce the risk to our communities and make Scotland a safer place



JOB DESCRIPTION

JOB TITLE:	Property Officer		
DEPARTMENT:	Property & Facilities		
RESPONSIBLE TO:	Regional Property Manager North	GRADE:	5

N.B. Please note that whilst this job description is indicative of the nature and level of responsibilities associated with this role, it will be subject to change as the role evolves and the new structure for the SFRS becomes embedded.

ROLE OVERVIEW

To provide a “one door” property management and maintenance service covering properties throughout a defined area as determined by the Scottish Property Manager. This will involve a range of activities such as:

- Building inspections and surveys
- Provision of reports
- Identifying and rectifying defects
- Managing service provision
- Ensuring statutory compliance
- Coordinating Reactive and Planned Preventative Maintenance
- Instructing works
- Monitoring contractors performance
- Monitoring and directing construction/adaptation projects
- Procurement of works
- Budgetary and quality control of works

KEY CONTACTS

- The SFRS Board, Chief Officer and Strategic Leadership Team
- Property Services Colleagues
- Managers and colleagues within the Finance and Contractual Services Directorate
- Other SFRS Directorates and Departments
- SFRS employees
- Occupants, users and visitors to SFRS premises
- External service providers
- Relevant external professional governance agencies/bodies
- Relevant sector specific professional agencies/bodies

FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- To provide a comprehensive service in relation to the management of property and provision of property services, utilising departmental systems and procedures.
- To ensure that Scottish Fire and Rescue premises are maintained to organisational standards and comply with all applicable relevant building environmental and health and safety legislation.
- To comply with departmental requirements in relation to order generation, estimating, specification writing, checking and authorisation of accounts.
- To provide supervisory support in the monitoring and control of on-site activities for both maintenance/repairs and new works, to ensure compliance with contract conditions and the Health & Safety at Work regulations.
- To undertake inspections and surveys, provide reports and budget costs as required.
- To maintain such records databases and systems as may be require for the management of the services property portfolio.
- To liaise with Regional Property Manager in the continuous assessment of contractors competence and methods of work.
- To assist in the formulation of programmed works, projects or services as required.
- To provide after-hours emergency service and participate in an 'on call' system.
- To comply with all relevant departmental Performance Indicators and standards.
- To ensure compliance with Scottish Fire and Rescue Service's Standing Orders relating to contracts.
- To comply with all departmental delegated budget responsibilities to ensure value for money/best value.
- To ensure compliance with the Service's Health & Safety Policy.
- To ensure compliance with the Service's Equal Opportunities Policy.
- This description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the jobholder will be required to undertake other duties and responsibilities commensurate with the grade.

MANAGEMENT RESPONSIBILITIES

- To manage finances and budgets effectively in accordance with the SFRS's Financial Regulations to ensure the most cost-effective delivery of services.
- To represent the Scottish Fire and Rescue Service at appropriate external events and meetings in accordance with the remit and status of the post.
- To ensure that the Function's services are provided within a Best Value framework and that performance is regularly monitored and continuous improvement achieved.
- To develop and maintain good working relationships including liaising with strategic managers, employees, external bodies and agencies.

GENERAL RESPONSIBILITIES

- To champion an environment of equality, fairness, dignity and trust by developing, implementing and monitoring good practice in relation to Equality and Fairness at work strategies and ensuring their principles are adhered to in all areas of work.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the SFRS's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisation's ICT Security Policy and Procedures.

ADDITIONAL INFORMATION

Criteria

Essential

- Possess sound technical ability in general property work and maintenance
- Ability to undertake property surveys
- Ability to produce accurate, informative reports
- Ability to manage and report on budgets
- Experienced in statutory compliance in relation to property assets, their design, construction and use

Desirable

- Full Membership of relevant professional body
- Educated to HNC level or equivalent in relevant subject or fully time served in a relevant Trade
- Competent in using various Microsoft software
- Experienced in the procurement of works and services
- Management of asbestos experience/training

Post-Specific Criteria

- Requirement to travel
- Occasional need to travel/overnight stays away from home.
- Must be able to participate in a 24hr emergency 'on call' rota

THE FOLLOWING PERSONAL QUALITIES AND ATTRIBUTES (PQAS) ARE REQUIRED WITHIN THIS ROLE

Commitment to Diversity and Integrity:

- Conscientious, embraces and values diversity

Openness to Change:

- Willing to learn new skills, adjusting approach to meet changing requirements

Confidence and Resilience:

- Ability to work with diplomacy and assertiveness

Working with others:

- Works effectively with others
- Able to take instruction from others

Effective Communication:

- Ability to communicate effectively both orally and in writing.

Commitment to Development:

- Committed and able to develop self, individuals, teams and others to improve organizational effectiveness

Problem Solving:

- Understands and applies relevant information to make appropriate decisions and create practical solutions

Situational Awareness:

- A sound knowledge of Property, Construction and Health and Safety legislation

Commitment to Excellence:

- Strives to deliver when under pressure

Planning and Implementing:

- Ability to prioritise own workload and work on own initiative
- Self-disciplined and able to work to strict deadlines

TERMS and CONDITIONS

JOB TITLE	Property Officer Finance and Contractual Services
LOCATION	Inverness Offices, Stores & Workshops
CONTRACT STATUS	Permanent

HOURS OF WORK

This is a full-time post however applications from individuals seeking to work on a part time, job share or flexible working basis would be considered.

The standard working week for support staff posts is 35 hours.

The standard work pattern for support staff is as follows;

Monday – Thursday	0845 – 1645
Friday	0845 – 1530

There is a 45-minute unpaid lunch per day.

In order to maintain service delivery until 1645 on Fridays, your work pattern may be adjusted locally to provide this cover within your Directorate or Section. This arrangement is based on any rota applicable within your workplace.

STANDBY

This role involves the provision of standby cover. The following standby rates would be applicable when standby periods are worked;

- Daily Standby Rate £22.25
- Weekly Standby Rate £155.75

PAY

The salary range for this role is £32,038 - £35,322.

Salary on appointment will normally be on the bottom point of the salary scale, with progression subject to regular review in line with the SFRS performance appraisal arrangements. A higher salary placing will be considered in exceptional circumstances subject to experience demonstrated.

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

PENSION

This post is pensionable.

Her Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

[Tax on your Private Pension](#)

[Scottish Public Pensions Agency](#)

ANNUAL LEAVE

The standard annual leave entitlement for full time employees (working over 5 days) is 26 days per annum, rising to 32 days after five years continuous service.

PUBLIC HOLIDAYS

There are 6 fixed public holidays, designated by the SFRS for support staff.

THE SELECTION PROCESS

ONLINE APPLICATION

Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

SHORTLISTING

The SFRS evaluate candidate suitability for a role by assessing your knowledge, experience and skills in relation to the criteria for the role and the Personal Qualities and Attributes (PQAs) detailed within the Job Description.

You need to be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview based on the evidence provided in the application.

ROLE SPECIFIC ASSESSMENT

The SFRS endeavor to identify and select the best candidate for each role and use assessment tools e.g. Psychometric tests or practical exercises such as presentations or a written exercise, to offer further objective information about a candidates' abilities in relation to the role applied for.

The tests give a measure of your strengths/limitations. Research has shown that people who do well in these tests go on to do well in the job itself.

For further help and preparation tips relating to psychometric tests, you can click on the following link, where you will be able to practice different types of ability and personality tests; [Practice Tests](#). Alternatively, you can do a Google search for different types of tests.

As you progress through the selection process, you will receive more detail about any tests you may be asked to complete.

INTERVIEW

PQAs measure the underlying attitudes and behaviours upon which good performance lies. To ensure you are in the best position to perform to your highest standards during our selection process, make sure you review the PQAs outlined in the Job Description, and have prepared examples of times you have successfully demonstrated these behaviours in the past. PQAs are sometimes referred to as 'competencies': for tips on how to prepare you may wish to conduct an internet search e.g. "preparing for a competency-based interview".

OFFER

If successful we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks: -

→ **Confirmation of Right to Work in the UK**

In line with the Immigration, Asylum & Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and will require to be checked and verified.

→ **Medical**

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both are subject to approval from our Health and Wellbeing Team.

We expect high levels of attendance from our employees. As part of the medical process we ask you to provide details of your attendance at work in the previous year. Absences of more than 10 working

days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ **Receipt of satisfactory references.**

When completing the application form, you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.

→ **Criminal Record Check**

Dependent on the nature of the post, it may be necessary to undertake a criminal record check. This may be a standard, enhanced or PVG disclosure. The SFRS will pay the required fees associated with the criminal record check.

Further information on the Disclosure process can be found at www.mygov.scot.

Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.

DISABILITY

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

“Essential criteria” means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

DIVERSITY MONITORING

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity questionnaire will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.