

UNLOCKING POTENTIAL TRANSFORMING LIVES



ESTATES ADMINISTRATOR

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>You will provide administration support to Estates Maintenance teams ensuring auditable systems are in place to provide assurance that compliance is maintained throughout all administration processes and procedures. Duties include processing of requisitions, goods received and invoices using the SPS Financial Management System, placing orders with suppliers and the coordination of maintenance contracts, paperwork and service visits.</p> <p>You will be responsible for recording staff attendance and the population of staff records, including training databases ensuring clear communications are developed between internal and external training service providers. You will also be required to attend and provide minutes for meetings. A key work element of this post is the operation and use of the Computerised Maintenance Management System (CMMS) to allocate, monitor, record and report maintenance tasks.</p>	
Key Responsibilities	
1	Carry out general administrative duties, attend meetings and facilitate the taking of minutes ensuring these are accurate and issued promptly provide reports, create and update spreadsheets, Provide Management information, transcript data, manage calendars.
2	Operation of the Maintenance Helpdesk facility ensuring all reported tasks are supplied timeously to the relevant maintenance staff.
3	Point of contact for the logging and booking of planned and emergency reactive maintenance service visits from service providers ensuring that the effective use of resource is considered.
4	Ensure accurate and up to date records are compiled relating to absence, annual leave, toil, overtime and on call for estates staff and are maintained.
5	Day to day operation of computerised systems such as the Computerised Maintenance Management System (CMMS), the SPS Financial System (Agresso) and management of internal systems such as staff attendance and training.

6	Efficient administration of procurement processes including registration, receipt, and ordering of goods and materials required ensuring all relevant procurement and administration documentation is completed in accordance with policy requirements.
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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		
Five National 5 Qualifications, including English and Arithmetic / Mathematics or equivalent qualifications or relevant experience.	ESSENTIAL	CV APPLICATION
Experience		
IT Skills Proficient in the use of IT systems and software including packages such as Excel, Word and Outlook	ESSENTIAL	CV APPLICATION INTERVIEW
Administration Experience Experience of carrying out general administration duties within a busy office setting.	ESSENTIAL	CV APPLICATION INTERVIEW
Workload Management Experience of dealing with and managing high volumes of telephone and e-mail enquiries.	ESSENTIAL	CV APPLICATION INTERVIEW
Knowledge & Skills		
Administrative Knowledge	ESSENTIAL	INTERVIEW

<p>Knowledge and understanding of the administrative function and the various systems required to ensure the function runs efficiently.</p>		
<p>Finance and Procurement Knowledge</p> <p>Proven knowledge of finance and procurement policies and processes or willing to develop this knowledge in the workplace with full support from SPS.</p>	ESSENTIAL	INTERVIEW
<p>Planning and Prioritising</p> <p>Ability to effectively prioritise workload to meet departmental and organisational timelines.</p>	ESSENTIAL	INTERVIEW
<p>Interpersonal Skills</p> <p>Possess good interpersonal skills and have the ability to work on your own and as part of a team.</p>	ESSENTIAL	INTERVIEW

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	10am
Application Review	<p>18 August 2022</p> <p>Your application form will be reviewed to determine whether you will be progressed to the next stage of the selection process.</p> <p>We will update you of the outcome via the Online Recruitment system.</p>		
Interview Date*	<input type="text"/>	<p>Candidates progressing to this stage will be sent further information by way of formal invitation. Interviews will be held remotely over Microsoft Teams.</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 **Chloe Haxton** by email at: chloe.haxton@prisons.gov.scot or by telephone on: **01324 710 444** to allow reasonable adjustments to be made to assist you.

