

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Personal Assistant (PA) to Governor

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

<b>Job Purpose</b>	
To provide a high level of professional and confidential secretarial and administrative support to the Governor and Deputy Governor and as necessary, to assist members of the Grampian Senior Management Team on site at HMP & YOI Grampian. The post holder will also provide administrative support to the Business Improvement Team when required, which will require knowledge of SAR and FOI requests and statistical analysis via Business Objects reports. This is not a hybrid position.	
<b>Key Responsibilities</b>	
1	Confidential, accurate and timeous typing of various information including audio, copy of letters, reports, tables, minutes etc., for the Governor, Deputy Governor and as required for other members of the Senior Management Team, HR, and Business Improvement Functions. Preparing information for meetings, including Excel and PowerPoint. Accurately recording and prepare trackers and follow up on action updates. Provide draft responses and communications to staff on behalf of the Governor.
2	Maintaining the Governor's and Deputy Governor's Outlook appointments, diary, and meetings schedule. Co-ordinating and arranging meetings and travel arrangements. Managing the establishments electronic booking system for the Boardroom. Provide a professional approach setting up events and anticipate resources required for meetings including catering/refreshment provision. Provide preparation as directed for meetings including printing off reports, etc. Co-ordinate Independent Prison Monitor reports, take minutes of meetings and provide and accurate report within five working days. Co-ordinate/arrange and take minutes of DIPLAR meetings. Co-ordinate dates of annual leave for the Senior Management Team and escalate any conflicts or shortages of managerial cover, as necessary.
3	Manage prisoner complaints, official sensitive correspondence including staff information, Notices to Staff, Governors & Managers Action Notices, Treat Official Correspondence (TOC), Ministerial Correspondence through Excel based tracking systems. Co-ordinate, distribute and monitor the Weekly Bulleting and annual meeting schedule for the establishment. Regularly handle and be accountable for the safe storage of highly confidential and sensitive staff information including

	performance management, grievances, and gross misconduct issues relating to members of staff in accordance with retention policy.
4	Handle professionally and confidentially telephone enquiries, taking messages, obtaining calls on behalf of the Governor and Deputy Governor. Calls will come for a diverse range of individuals including SPS staff, HQ, other establishments, those from the wider Criminal Justice Sector, Scottish Government, and members of the public.
5	Maintain an accurate central filing system in line with Record Retention Policy.
6	Collate reports and files for any Deaths in Custody, providing information to the Procurator Fiscal and SPS Legal Services. Also, carry out any other duties as required, including relief cover for the administrative functions within the team.

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appoint 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	or	Stage of Selection Process Assessed
<b>Qualifications</b>			
A minimum of 5 Standard Grades or equivalent, including English and Maths/Arithmetic at Grade 3 or above, or relevant experience.	Essential		Application
<b>Knowledge, Skills &amp; Experience</b>			
Excellent communication and interpersonal skills with well-developed verbal and written ability, at all organisational levels.	Essential		Application/Interview
Competent in Microsoft office packages including Excel, Word, Outlook, etc, and a working knowledge of the Prisoner Record system (PR2)	Essential		Application/Interview
Competent and experienced in all aspects of administration, including recording and producing accurate minutes.	Essential		Application/Interview
Knowledge and understanding of GDPR with the ability to work with secure and confidential information.	Essential		Application/Interview
<b>Behaviours</b>			

Plan & Organise	Essential	Application/Interview
Solve Problems & Make Decisions	Essential	Application/Interview
Accountability & Initiative	Essential	Application/Interview
Relationships & Collaboration	Essential	Application/Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

### Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	27/10/2024	<b>Time</b>	2355
<b>Interview Date*</b>	TBA		

\*please note interview dates are subject to change.

### Reasonable Adjustments

We know some people have conditions which require additional support for them to perform at their best. We call this support “making reasonable adjustments”. If you have a disability (visible or non-visible) and require reasonable adjustments to be made to support your participation in the selection process, please contact Anthea Duthie, HR Administrator on (01779) 485626 at [anthea.duthie@prisons.gov.scot](mailto:anthea.duthie@prisons.gov.scot) in the first instance to discuss.

Some examples of reasonable adjustments we have made in the past are:

- Allocating additional time for the interview
- Assessors asking interview questions in a different way
- Scheduling the interview at a suitable time
- Asking multi-stage questions in steps
- Providing written documents in different font, colour or text size
- Providing some extra information about what to expect through the selection process
- Printing resources on a different colour of paper

