

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 | |
|---|---|
| Provide effective and efficient administrative support within the Psychology Department, in line with current SPS procedures. | |
| Key Responsibilities | |
| 1 | Provide administrative support within the Psychology Department and other functions when required. Typing of various records, reports and documents including minutes of various meetings |
| 2 | Organise documentation required to support the Psychology Department including Photocopying, scanning and production of office paperwork. |
| 3 | Update prisoner records including Prisoner Records System Database and maintain and update all relevant databases and waiting lists. |
| 4 | Maintain accurate and up to date filing systems including electronic filing systems in line with SPS and legislative requirements. |
| 5 | All other duties commensurate with pay band and training as advised by Line Manager. |

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 | | |
| Two National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or proven relevant work experience | Essential | Application (Sift 1) |
| Experience | | |
| Competent in all aspects of administration | Essential | Application Interview |
| Competent in using software such as Microsoft Office Packages (Excel, Word, Outlook, Teams and PowerPoint presentation). | Essential | Application Interview |
| Knowledge & Skills | | |
| Ability to effectively prioritise workload to meet departmental and organisational deadlines. | Essential | Interview |
| Organisational skills and ability to maintain records and secure information in line with legislative requirements | Essential | Interview |
| You will have excellent communication skills, organisation and prioritisation skills and be able to work well under limited supervision. | Essential | Interview |

Selection Process Key Dates

| | | | |
|---------------------------------|----------------------|------|-------|
| Vacancy Closes for Applications | <input type="text"/> | Time | 23.55 |
| Interview Date* | <input type="text"/> | | |

*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 Jan Wilson by email at: jan.wilson@sps.pnn.gov.uk or by telephone on: **01324 722619** to allow reasonable adjustments to be made to assist you.

