

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Prisoner Services Assistant

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	
You will provide an effective and efficient tuck shop style service to the prisoner population. This will involve working within a warehouse environment preparing prisoner orders, delivering them to residential areas of the prison in all weather conditions and with direct contact with prisoners. Strict timescales are essential to this service as well as adherence to the requirements of SPS Finance Policies, including the accurate recording of all stock movements. You will also provide an effective and efficient record of all Prisoners transactions within the PPC/Prisoner Pin Phones/Prisoner Wages function within the department. There may be a requirement to work in various other administration departments.	
Key Responsibilities	
1	You will contribute to the delivery of an effective and efficient service in accordance with agreed timescales.
2	You will assist in the provision of assurance to management that all processes and systems are completed in accordance with the appropriate Operational Delivery Systems.
3	You will assist in the maintenance and management of the effective and efficient stock management system that ensures prisoner requests are met whilst meeting the requirements of Finance and Audit.
4	When required, you will provide cover for the Prisoner Services Supervisor.
5	Assist in the PPC/Prisoner Pin Phones/Prisoner Wages function within the department.

#### 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?
<b>Qualifications</b>		
Minimum of 2 National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment	Essential	Application/verified at interview
A full UK Driving licence.	Desirable	Application/verified at interview
<b>Experience</b>		
Sound knowledge and experience of Stock Control	Desirable	Application/Interview
Competent and experienced in the use of ICT tools, including Microsoft Office	Essential	Application/Interview
A willingness to obtain or be in possession of appropriate forklift and other relative equipment training.	Essential	Application/Interview
<b>Knowledge &amp; Skills</b>		
Ability to prioritise workload to meet strict timescales and the operational requirements of the Establishment	Essential	Application/Interview
Excellent interpersonal skills with the ability to work individually and as part of a team	Essential	Application/Interview
Excellent numeracy skills and attention to detail	Essential	Application/Interview

## Selection Process Key Dates

Vacancy Closes for Applications	30 January 2020	Time	23:55
Interview Date*	mid - late February 2020.		

\*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 **Ashley Gallacher** by email at: [ashley.gallacher@sps.pnn.gov.uk](mailto:ashley.gallacher@sps.pnn.gov.uk) or by telephone on: **0141 770 2040** to allow reasonable adjustments to be made to assist you.



