

## APPLICANT PACK

### Resourcing Manager

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

<b>Job Purpose</b>	
<p>Based in HMP&amp;YOI Grampian, Peterhead, you will be responsible for the design and delivery of attraction and assessment solutions for Prison Officer roles, and specialist roles within the establishment.</p> <p>You will work closely with the Resourcing Team, based in Polmont, and the wider business to develop the Resourcing function as a credible, business-aligned and proactive service. You will manage recruitment delivery for key areas of the business and contribute to the development of policy, systems and best practice in recruitment.</p> <p>This role will give you the platform to contribute to the development of the Resourcing function and will provide you with the opportunity to develop your own knowledge and skills. In doing so, you will drive improvements in recruitment practice through your involvement in a number of critical work areas, including high level Prison Officer recruitment, development of attraction strategies and understanding of market forces and seeking opportunities to promote the SPS.</p>	
<b>Key Responsibilities</b>	
1	Ensure that all recruitment adheres to the Civil Service Recruitment Principles of open and fair competition and is delivered in an efficient and customer focused manner.
2	Management of all assessment events and applications through the recruitment process from application to employment for the role of Prison Officer and other roles within the establishment.
3	Apply specialist knowledge to ensure the function provides advice and expertise on resourcing policy, processes and techniques to HR team, line managers and candidates.
4	Through the development and delivery of appropriate training and support, develop internal capacity and skill in recruitment and selection; empowering recruiters to make confident and appropriate resourcing decisions.
5	Drive improvements in recruitment practice through your involvement in a number of critical work areas (policy, systems, and developing best practice), using expertise, research and internal/external networks.

6	Work closely with key business area sand external agencies to deliver innovative resourcing strategies and techniques and proactively address resourcing requirements across a wide range of roles, with a particular focus on Prison Officers.
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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?
<b>Qualifications</b>		
Attained, or willing to work towards and achieve, a minimum of CIPD Level 3 Foundation Certificate in Human Resources Practice, or equivalent/higher HR qualification and/or CIPD professional membership at a minimum of associate level.	Essential	CV Application
<b>Experience</b>		
<b>RECRUITMENT EXPERIENCE</b> Experience of designing and delivering recruitment campaigns.	Essential	CV Application Interview
<b>ADVISING AND SUPPORTING</b> Experience of providing support, advice and direction to others in policy, processes and techniques.	Essential	CV Application Interview
<b>SOLUTIONS FOCUSED</b> Experience of analysing business issues and providing practical and creative solutions which add value.	Essential	CV Application Interview
<b>Knowledge &amp; Skills</b>		

<p><b>PLANNING AND PRIORITISING</b></p> <p>Evidence of your excellent organisational skills, demonstrating your ability to prioritise, forward plan and manage competing demands to ensure outputs are delivered on time.</p>	<p>Essential</p>	<p>Interview</p>
<p><b>BUILDING AND MAINTAINING RELATIONSHIPS</b></p> <p>Evidence of your ability to foster effective working relationships with a range of stakeholders and influence others to achieve desired outcomes.</p>	<p>Essential</p>	<p>Interview</p>
<p><b>COMMUNICATION &amp; INTERPERSONAL SKILLS</b></p> <p>Evidence of excellent interpersonal and communication skills, with an ability to engage audiences face to face and through effective high quality written communications.</p>	<p>Essential</p>	<p>Interview</p>
<p><b>PROBLEM SOLVING AND DECISION MAKING</b></p> <p>Excellent problem solving skills and sound judgement, knowing when to flag issues and when to deal with and make decisions independently.</p>	<p>Essential</p>	<p>Interview</p>

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	16 August 2019	<b>Time</b>	12:00
<b>Interview Date*</b>	20 August 2019		

\*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 **Robbie Mason** by email at: **Robert.Mason2@sps.pnn.gov.uk** or by telephone on: **01324 710 497** to allow reasonable adjustments to be made to assist you.

