

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

General Administrator (Fixed term 12 months)

HMP & YOI Grampian

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	
The post holder will be responsible for administrative duties within HMP & YOI Grampian, Peterhead, working in the Finance & Administration Department.	
Key Responsibilities	
1	Provide an efficient and effective service in the handling of prisoner's personal cash (PPC) being sent in via Royal Mail or email, and ensuring all monies are accurately recorded in the Prisons Record System (PR2).
2	Provide accurate recording of visit requests by telephone or email, and ensure they are booked on the establishments visit database and Prisons Record System (PR2).
3	Ensure the accurate recording of all prisoner mobile phones being issued or retained, providing information monthly to the Business Improvement Manager.
4	Input all relevant details to the Prisoner Record System (PR2) of Governor's Awards and do so in a timely manner.
5	Carry out any other relevant administrative duties which may include minute taking and helping with the in-house preparation and distribution of prisoner retail items (Canteen) involving the movement of physical stock.
6	Represent the establishment in a professional manner through daily contact with SPS staff and outside agencies.

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		
Minimum of two National 5 (or equivalent) qualifications, including English and Mathematics or Arithmetic or relevant experience gained in a similar role and/or environment.	Essential	Application
Experience		
Experience of good communication skills evidencing what type and how used.	Essential	Application form and virtual Interview
Experience of attention to detail whilst working to deadlines, outlining examples.	Essential	Application form and virtual Interview
Experience of good numeracy skills evidencing what type and how used.	Essential	Application form and virtual Interview
Knowledge & Skills		
Evidence your knowledge and understanding of the Data Protection Act.	Essential	Application form and virtual Interview
Evidence competency in the use of Microsoft Office packages, especially Excel.	Essential	Application form and virtual Interview
Evidence ability to work as part of a team, demonstrating a flexible attitude.	Essential	Application and virtual Interview
Experience of manual handling and minute taking.	Desirable	Application form and virtual Interview

Selection Process Key Dates

Vacancy Closes for Applications	25 May 2021	Time	2355
Interview Date*	01 June 2021		

***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 Anthea Stephen HR Administrator by email at: anthea.stephen@sps.pnn.gov.uk or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

