

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Links Centre Administrator (Part-time)

HMP Inverness

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	
<i>The purpose of this role is to provide administration support to the Links Centre team based within the Offender Outcomes department.</i>	
Key Responsibilities	
1	Provide relief cover for HDC Admin with requirement to maintain competence in this role to fulfil this task effectively as well as provide ad hoc assistance to the Casework Manager across the establishment and other team members as and when required, commensurate with role and level within the organisation.
2	Provide relief cover for Casework (ICM) & My Compass Assessment Admin with requirement to maintain competence in these roles to fulfil these tasks effectively.
3	Responsible for maintenance and issue of Domestic stock to Links Centre & Regimes areas.
4	Carry out administration duties, which includes, compiling the links centre daily lists, photocopying, filing and minute taking, dealing with internal and external telephone calls, booking of Teams meetings, video courts, agent's video appointments and various correspondence as well as working as point of contact within the Shore Standards to assist prisoners with housing issues.
5	Follow guidance of the SPS wages policy for the weekly administration and allocation of work parties on PR2/SharePoint for paying prisoner wages.
6	Provide secretarial support to meetings in the establishment, both co-ordinating these events and producing quality minute of proceedings.

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?	When assessed?
Qualifications		
Five National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or proven relevant work experience. Essential	Essential	Application
Experience		
Competent and experienced in the use of Microsoft Office packages, including Excel, Word and Outlook.	Essential	Interview
Experience in all aspects of general administration duties – such as answering of telephones, filing, input of data etc.	Essential	Interview
Knowledge & Skills		
Ability to work individually and as part of a team.	Essential	Interview
Excellent communication and inter-personal skills.	Essential	Interview
Ability to work with secure information and confidential information.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	2355
Assessment Date*	<p>The Assessment Day will consist of a Written Exercise and Interview on the following date:</p> <input type="text"/> <p>Further information will be provided to candidates progressing to this stage of the process by way of a formal invite to assessment.</p>		

***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 Emma Wishart, HR Officer by email at: emma.wishart@sps.pnn.gov.uk or by telephone on: (01463) 229003 to allow reasonable adjustments to be made to assist you.

