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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**

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| **Job Purpose** | |
| The post holder will be responsible for maintaining all local IT systems and providing support and guidance to users within HMP Edinburgh on all core SPS applications.  The post holder will also provide effective administration support to the Business Improvement team and contribute to achieving their objectives and deadlines.  Working pattern will be:  Monday to Thursday 7:30am - 16:00pm (1 hour lunch)  Friday 7.30am - 15:30pm (1 hour lunch) | |
| **Key Responsibilities** | |
| 1 | Provide technical support to users within the establishment on all SPS IT applications including MS Office, our electronic Prisoner Records System (PR2), SharePoint, prisoner PIN phone system (SPOT), Virtual Visits and Business Objects. |
| 2 | Responsible for maintaining all IT equipment within the establishment and ensuring an accurate and up to date local asset register is kept.  *.* |
| 3 | Responsible for the establishments SharePoint site, providing users with the appropriate access and ensuring all information available on the site is kept up to date. |
| 4 | Monitor the use of SPS applications and review user access to ensure it is relevant to each post holder’s role, ensuring to highlight any violations. |
| 5 | Verify relevant data held on all SPS applications, collate and communicate the information both internally and externally as required. |
| 6 | Provide effective administration support to the Business Improvement team as required. This will include but is not limited to, filing, photocopying, data input, data upload and dealing with telephone enquiries. |

**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.

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| **Criteria** | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** | | |
| Minimum of five National 5 (or equivalent) qualifications, including English and Mathematics or at least 6 months’ relevant experience. | **ESSENTIAL** | Initial sift |
| **Experience** | | |
| Competent & experienced in use of the Microsoft Office packages and working knowledge of IT equipment and networks. | **ESSENTIAL** | Competency sift and interview |
| Experience of working with confidential information | **ESSENTIAL** | Competency sift and interview |
| Experience in all aspects of administration | **ESSENTIAL** | Competency sift and interview |
| **Knowledge & Skills** | | |
| Excellent communication and inter-personal skills with the ability to work individually or as part of a team. | **ESSENTIAL** | Competency sift and interview |
| Ability to work to a high degree of accuracy and efficiency and be able to prioritise workload to meet organisational and departmental deadlines. | **ESSENTIAL** | Competency sift and interview |
| Good numeracy skills including the ability to analyse and interrogate a wide range of information. | **ESSENTIAL** | Competency sift and interview |
| Ability to identify issues and proactively implement effective solutions. | **ESSENTIAL** | Competency sift and interview |

**Selection Process Key Dates**

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| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 18 September 2020 | **Time** | 09.00 |
| **Interview Date\*** | 30 September 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 **Madeleine Wood or Linzi Higgs** by email at: **EdinburghHRTeam@sps.pnn.gov.uk** or by telephone on: 0131444 3010 to allow reasonable adjustments to be made to assist you.

[](http://www.stonewall.org.uk/diversity-champions-programme)****