



JOB DESCRIPTION & PERSON SPECIFICATION

Job Details

Job title	Report to
HR Administrator	HR Officer
Location	Department
Hours of work	Number of hours
	37
Job role status	Is C&R/PPT a requirement?
Pay band	Does this role attract any additional allowances (e.g. on-call allowance, RRA)?
	N/A

Job Description

Job Purpose	
<p>You will contribute to the overall HR Team's delivery, operations and more general HR decision-making within HMP Barlinnie by providing a comprehensive administration service. This role will provide an excellent opportunity for the post holder to grow and develop as an HR Professional, working within a challenging and fast paced environment.</p> <p>This position operates the Scottish Prison Service Hybrid Policy and the SPS Flexi-Time policy.</p>	
Key Responsibilities of the Role	
1	Respond to and follow up HR specific enquiries sensitively, timeously and professionally, ensuring accurate and impartial information and advice falls within the confines of relevant SPS policies and legislation.
2	Monitor and record the application of HR policies and procedures including sickness absence, code of conduct, toil/banked etc. and produce routine and ad hoc reports for the local SMT and HQ.
3	Provide HR reports to senior management and HQ.
4	Facilitate local recruitment and selection activities and participate on local and national sift and selection boards, ensuring all administration relating to recruitment and selection complies with the SPS Recruitment Guidelines and Civil Service Recruitment Principles.
5	Continuously develop personal knowledge and understanding of HR related issues, policies and legislation, using this knowledge and understanding to contribute to the maintenance and development of HR processes, procedures and systems to assist in the effective daily management of HR issues.

6	Maintain effective and efficient electronic and paper based filing and data recording systems, ensuring compliance with Records Management Policy, Data Protection Legislation and SPS guidelines.
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Person Specification

Criteria	Essential	Desirable	or
Qualifications			
Five National 5 qualifications including English and Mathematics (or equivalent qualifications) or relevant experience.			
Attained CIPD Level 3 Certificate in HR Practice, or equivalent HR qualification.			
Knowledge, Skills & Experience			
Previous administration experience gained in a similar role/environment			
Competent and experienced in the use of Microsoft Office packages including Word, Excel and Outlook			
Knowledge and understanding of relevant Employment legislation and HR Policies, including Data Protection, Equality & Diversity, Absence Management, Recruitment etc			
Ability to analyse, interpret and report on a range of information			
Behaviours			

Selection Methods

Selection Methods	
1	Application Sift
2	Competency Sift
3	Final Interview

