

# 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

Job Purpose	
The Business Improvement Administrator will perform a variety of administration tasks within the Business Improvement function with a particular focus on Information Management, including Data Protection, Subject Requests and Freedom of Information (FOISA) ensuring all policies, procedures and directives are adhered to. The role also provides support and cover for the Governor PA	
Key Responsibilities	
1	Collate and complete the first assurance on all Subject Requests in line with relevant legislation (GDPR / FOISA)
2	Records Management - ensuring prisoner records are retained in line with SPS Records Retention Policy taking into account legal, operational, and historical requirement.
3	Create and maintain Dashboards when providing analysis of monthly data on prisoner visits and veterans in custody to senior management.  Any other ad-hoc administrative tasks required, including minute taking on occasion.
4	Responsible for researching all escalated complaints to the ICC. Providing all relevant documentation to the Chair to help assist in the resolution of a complaint. Includes progressing any actions raised, recording outcomes of the ICC and ensuring that the complaints process is adhered and timescales are met.
5	Responsible for processing the outcomes of all Orderly Room proceedings, recording all prisoner awards onto prisoner records system (PR2)
6	Provide cover to the Governors PA role during annual leave or sick absence, providing a high level of administrative support to the Governor. Recording all PCF2s and TOCs accurately and ensuring relevant timescales are met.

### 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.

<b>Criteria</b>	<b>Essential/Desirable?</b>	<b>When assessed?</b>
<b>Qualifications</b>		
Minimum 2 standard grades including English and mathematics at grade 3 or above or relevant experience.	<b>Essential</b>	<b>Application</b>
<b>Experience</b>		
Experience in all aspects of administration.	<b>Essential</b>	<b>Application</b>
Competent in Microsoft 365 including Excel, Word, Outlook etc.	<b>Essential</b>	<b>Application/Interview</b>
<b>Knowledge &amp; Skills</b>		
Experienced in all aspects of administration.	<b>Essential</b>	<b>Application/Interview</b>
Ability to work individually and as part of a team.	<b>Essential</b>	<b>Interview</b>
Ability to work with secure and confidential information.	<b>Essential</b>	<b>Application/Interview</b>
Ability to prioritise workload to effectively meet deadlines within a dynamic working environment.	<b>Essential</b>	<b>Interview</b>

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	31 <sup>st</sup> May 2023	<b>Time</b>	11.00am
<b>Interview Date*</b>	TBC		

**\*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 **Hazel Beaton** by email at: [Hazel.Beaton@prisons.gov.scot](mailto:Hazel.Beaton@prisons.gov.scot) or by telephone on: **01259767216** to allow reasonable adjustments to be made to assist you.

