

APPLICANT PACK

HR Officer

HMP & YOI Grampian, Peterhead

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	
As the post holder, you will form part of the HR service delivery team and be based within HMP & YOI Grampian. You will contribute to the overall HR team's service delivery, operations and more general HR decision making within your specific establishment. You will have significant cultural and change management opportunities and will be a position to influence these directly and on a daily basis. You will provide professional HR advice in addition to supporting the HRBP, Establishment Management Team and Employees, ensuring such advice and support is in line with legislation and SPS Policy and Procedure.	
Key Responsibilities	
1	Support the case management in all matters relating to HR process, policy and intervention, including the management and use of the SPS Managing Absence and Attendance Policy and Procedure.
2	Facilitation and involvement in recruitment and selection activities including Open Day Awareness events and promotional activities and coordination and delivery of local training activities in relation to HR policies and procedures.
3	Provision and interrogation of Management Information System.
4	Representation for HR Business Partner at various meetings as required.
5	Management and co-ordination of HR administrative staff.

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		
A minimum of 5 National 5s, or equivalent, including English and Maths/Arithmetic, (at grade 3/C or above) or relevant experience.	Essential	Application Form
Attained CIPD Foundation Diploma in HR Practice (or equivalent HR qualification) or willing to work towards.	Essential	Application Form
Experience		
Experience of working in a HR environment, with particular focus on operational HR experience.	Essential	Application Form Virtual Interview
Competent in the use of computerised systems including Microsoft Office.	Essential	Application Form Presentation
Experience of Line Managing Staff	Essential	Application Form
Knowledge & Skills		
Knowledge of Employment Legislation and Data Protection Legislation.	Essential	Application Form Virtual Interview
Well-developed interpersonal and communication skills both written and oral at all organisational levels across a range of media.	Essential	Application Form Virtual Interview Presentation
Ability to work on own initiative and as part of a team, organising, planning and prioritising a challenging personal and team workload.	Essential	Application Form Virtual Interview
Knowledge of relevant HR Policies and Procedures with a focus on employee absence, discipline and recruitment.	Essential	Application Form Virtual Interview

Selection Process Key Dates

Vacancy Closes for Applications	19 July 2020	Time	2355
Interview Date*	03 August 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 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.

