

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	
You will provide comprehensive and effective administrative and practical support to the EACH Team, contributing to the delivery of an effective and efficient service.	
Key Responsibilities	
1	You will 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.
2	You will provide an effective and efficient administration service ensuring electronic and paper based communication and documentation are actioned appropriately, in accordance with the Government Protective Marking System (GPMS) and, if necessary, passed to the relevant third party for on-going action.
3	You will co-ordinate, take and type minutes of relevant meetings, ensuring that minutes are accurate, and that action points are recorded and disseminated to the appropriate people within agreed timescales.
4	You will seek and continuously develop personal knowledge and understanding of EACH related issues, policies and legislation, using this knowledge and understanding to contribute to the maintenance and development of EACH processes, procedures and systems to assist in the effective daily management of EACH issues.
5	You will perform other duties, commensurate with the role and level within the team, deemed necessary to ensure the continuation of an effective and efficient service delivery.

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		
Five National 5 Qualifications, including English and Arithmetic / Mathematics or equivalent qualifications or relevant experience.	Essential	Application
Experience		
Competent and experienced in performing all aspects of administration to a high standard within a busy environment.	Essential	Application Interview
Competent and experienced in the use of IT tools, including Microsoft Office.	Essential	Application Interview
Experience of maintaining confidentiality in the execution of job role.	Essential	Application Interview
Knowledge & Skills		
Well-developed written and oral communication skills across a range of media.	Essential	Interview
Effective decision making skills with the ability to work on your own and as part of a team, effectively prioritising a challenging workload to meet departmental and organisational deadlines.	Essential	Interview
Good knowledge of database/records management including the ability to work with a high level of accuracy and attention to detail.	Essential	Interview
Ability to analyse, interpret and report on a range of information.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	12:00
Friday	Friday 7 October 2022		

***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 **HRHQ** by email at: **AskHQHRTeam@prisons.gov.scot** to allow reasonable adjustments to be made to assist you.

