

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 post holder will be responsible to maintain an effective and compliant Procurement and Financial (Payments) to HMP Edinburgh, in line with SPS policies and relevant legislation.	
Key Responsibilities	
1	To oversee the purchasing of all items on behalf of HMP Edinburgh, ensuring the requirements of the SPS Procurement Manual are met.
2	To carry out monthly and year-end reconciliations of stock within the functional area
3	To manage accruals £300K to £400K per month.
4	To retain all asset registers, participating in quarterly assurance checks, updating paperwork as and when required.
5	To authorise all invoices with the appropriate paperwork attached for payment, ensuring they are paid within 10 day payment target.
6	Line management responsibility for 3 members of the procurement/stores team.

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		

Minimum of five National 5 (or equivalent) qualifications, including English and Mathematics or at least 6 months' relevant administrative experience. ESSENTIAL	Essential	Sift 1
Willing to work towards or have achieved Chartered Institute of Purchasing & Supply qualification (2 year course). ESSENTIAL	Essential	Sift 1
Experience		
Previous experience in the area of Procurement ESSENTIAL	Essential	Competency Sift and Interview
Managerial experience including the management of a team ESSENTIAL	Essential	Competency Sift and Interview
Well-developed administrative experience, including a good working knowledge of MS packages. ESSENTIAL	Essential	Competency Sift and Interview
Knowledge & Skills		
Knowledge of Delegated Financial Authority, Sharepoint, Agresso and Excel computer packages to allow collation and interpretation of management and financial information. ESSENTIAL	Essential	Competency Sift and Interview
Excellent problem solving and decision making skills ESSENTIAL	Essential	Competency Sift and Interview
Ability to organise, prioritise and manage workload, to meet agreed deadlines ESSENTIAL	Essential	Competency Sift and Interview
Excellent written and oral communication skills with the ability to liaise with all levels of staff, residents and advisers both internally and externally to the organisation	Essential	Competency Sift and Interview

ESSENTIAL		
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Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	23.55
Interview Date*	<input type="text"/>		

*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 **Edinburgh HR Department** by email at: **EdinburghHRTeam@sps.pnn.gov.uk** or by telephone on: **01314443010** to allow reasonable adjustments to be made to assist you.

