

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	
To provide administrative support for the Psychology and Programmes group, ensuring service is in line with current SPS procedures and practices, whilst maintaining quality and necessary performance levels.	
Key Responsibilities	
1	To maintain files within the Reducing Reoffending Unit (RRU - psychology and programmes) in line with SPS policy and legislative requirements. This included timeous transferring of files, ensuring appropriate retention/destruction and the maintenance of files database.
2	Maintain trackers, databases and PR2 associated with the RRU function and provide analysis and overview of data to relevant managers. This can include but is but is not restricted to: RMT or OLR data, GPA data or programme completions, psychology training.
3	Co-ordinate Risk Management Team meetings, including scheduling of cases, minute taking, as well as live minute taking, and action logs. Liaison with relevant SPS staff within the local establishment and across the estate as well as external partners.
4	Contribute to the collation and preparation of file reviews on prisoners or collation of materials to meet psychology service objectives and training projects. This could include compiling file information for the completion of RMT paperwork, collation of file information for SARs, or supporting Forensic Psychologist/FPiT in the preparation of materials/data for training projects and events.

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 5 Standard Grades at Grade 3 or above (including English and Maths or Arithmetic), or equivalent qualifications or relevant experience. Essential	Essential	Application
Experience		
Competent and experienced in all aspects of administration.	Essential	Interview
Competent and experienced in the use of Microsoft Office packages including Excel, Word, Outlook and PowerPoint.	Essential	Application
Experience of minute taking.	Essential	Application Interview
Knowledge & Skills		
Excellent communication skills across a range of media, both written and oral.	Essential	Application Interview
Effective decision making skills with the ability to analyse, interpret, compare and report on a range of information.	Essential	Interview
Excellent organisational skills with the ability to prioritise workload with minimum of supervision.	Essential	Application Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/> November 2022	Time	9.30am
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 **Eve Duffy** by email at: **Eve.Duffy@prisons.gov.scot** or by telephone on: **01259 767215** to allow reasonable adjustments to be made to assist you.

