

UNLOCKING POTENTIAL
TRANSFORMING LIVES



JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Report to
Psychology Administrator	Head of Psychology
Location	Department
Hours of Work	Number of Hours
	37.00
Job Role Status	Is C&R/PPT a requirement?
Pay Band and Salary	Does this role attract any additional allowances (e.g. on-call allowance, RRA)?

Job Details

Job Description

Job Purpose	
<i>This should focus on the post holder's key responsibilities within the role and function of the particular area. It explains to the applicant what contribution the role makes to the particular function and the area's delivery. Ultimately, it should be used to sell the role. Please note that the Job Purpose is a summary and should be kept brief.</i>	
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 of the role	
<i>Please detail the key responsibilities that will be carried out by the post holder. Within this you should be detailing specific tasks in line with delivery requirements e.g. 'Responsibility for providing accurate weekly reports on XXX to support the delivery of XXX process'. You should focus on the priority, overarching tasks and avoid generic statements. A maximum of 6 items can be added.</i>	
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 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.
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Person Specification

It is important to carefully consider the exact requirements for the role and to ensure that they are realistic and justifiable. Each criterion should be marked as essential or desirable. You must also be clear as to how you will measure these through the selection methods chosen in the following section.

Qualifications (Maximum of 2). Please specify whether each of these requirements is essential or desirable)	
1	Minimum of 5 Standard Grades at Grade 3 or above (including English and Maths or Arithmetic), or equivalent qualifications or relevant experience. Essential
2	
Experience: (Maximum of 3). Please specify whether each of these requirements is essential or desirable.	
1	Competent and experienced in all aspects of administration. Essential
2	Competent and experienced in the use of Microsoft Office packages including Excel, Word, Outlook and PowerPoint. Essential
3	Experience of minute taking. Essential
Knowledge and Skills (Maximum of 4). Please specify whether each of these requirements is essential or desirable.	
1	Excellent communication skills across a range of media, both written and oral. Essential
2	Effective decision making skills with the ability to analyse, interpret, compare and report on a range of information. Essential
3	Excellent organisational skills with the ability to prioritise workload with minimum of supervision. Essential

Selection Methods

Selection Methods
Interview