

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

HR Administrator-HMP Barlinnie, Band C

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification 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	
<p>You will contribute to the overall HR Team's delivery, operations and more general HR decision-making within HMP Barlinnie by providing a comprehensive administration service. This role will provide an excellent opportunity for the post holder to grow and develop as an HR Professional, working within a challenging and fast paced environment.</p> <p>This position operates the Scottish Prison Service Hybrid Policy and the SPS Flexi-Time policy.</p>	
Key Responsibilities	
1	Respond to and follow up HR specific enquiries sensitively, timeously and professionally, ensuring accurate and impartial information and advice falls within the confines of relevant SPS policies and legislation.
2	Monitor and record the application of HR policies and procedures including sickness absence, code of conduct, toil/banked etc. and produce routine and ad hoc reports for the local SMT and HQ.
3	Provide HR reports to senior management and HQ.
4	Facilitate local recruitment and selection activities and participate on local and national sift and selection boards, ensuring all administration relating to recruitment and selection complies with the SPS Recruitment Guidelines and Civil Service Recruitment Principles.
5	Continuously develop personal knowledge and understanding of HR related issues, policies and legislation, using this knowledge and understanding to contribute to the maintenance and development of HR processes, procedures and systems to assist in the effective daily management of HR issues.
6	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.

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	or	Stage of Selection Process Assessed
Qualifications			
Five National 5 qualifications including English and Mathematics (or equivalent qualifications) or relevant experience.	<input type="text"/>		<input type="text"/>
Attained CIPD Level 3 Certificate in HR Practice, or equivalent HR qualification.	<input type="text"/>		<input type="text"/>
Knowledge, Skills & Experience			
Previous administration experience gained in a similar role/environment	<input type="text"/>		Application and Interview
Competent and experienced in the use of Microsoft Office packages including Word, Excel and Outlook	<input type="text"/>		Application and Interview
Knowledge and understanding of relevant Employment legislation and HR Policies, including Data Protection, Equality & Diversity, Absence Management, Recruitment etc	<input type="text"/>		Application and Interview
Ability to analyse, interpret and report on a range of information	<input type="text"/>		Application and Interview
Behaviours			
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

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 **Rebekka Thomson** by email at: Rebekka.Thomson@prisons.gov.scot or by telephone on: **0141 770 2030** to allow reasonable adjustments to be made to assist you.

