UNLOCKING POTENTIAL
TRANSFORMING LIVES

SPS
SCOTTISH PRISON SERVICE

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 compile and collate detailed information on all convicted prisoners using Prisoner Records System (PR2) and paper based files, to enable SPS Managers to make decisions on individual prisoner's eligibility for release on the Home Detention Curfew Scheme as introduced via the Management of Offenders (Scotland) Act.	
Key Responsibilities	
1	The collation and analysis of related statistics and subsequent generation of management reports.
2	Maintenance of effective and efficient electronic and paper based filing and data recording systems, including Prisoner Records, ensuring compliance with Data Protection Legislation, Information Security and SPS Guidelines.
3	Respond to and follow up general enquiries sensitively, timeously and professionally.
4	Managing prisoner complaints and appeals appropriately using relevant HDC policy and procedures.
5	Provision of an effective and efficient general administration service, ensuring electronic and paper based communications and documentation are actioned appropriately and, where necessary, passed to the relevant third party for ongoing action.

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		
A minimum of 2 National 5's, or equivalent, including English and Mathematics or Arithmetic or relevant administration experience.	Essential	• Application
Experience		
Competent and experienced in all aspects of administration.	Essential	• Application • Interview
Competent in the use of Microsoft Office Packages including Excel, Word, Outlook etc.	Essential	• Application • Interview
Knowledge & Skills		
Well developed communication skills, both written and oral.	Essential	• Application • Interview
Ability to work individually and as part of a team, and be able to work with minimum supervision and prioritise workload.	Essential	• Interview
Ability to analyse, interpret and report on a range of information.	Essential	• Application • Interview
Experience of working with, or ability to handle personal and confidential data	Essential	• Interview

Selection Process Key Dates

Vacancy Closes for Applications		Time	12:00 noon
Interview Date*			

*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 **Lee Gorman** by email at: **Lee.Gorman@prisons.gov.scot** or by telephone on: **01387 274346** to allow reasonable adjustments to be made to assist you.