

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK ICM - Admin Assistant

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	
You will provide a quality administration service to support the business and directly contribute towards the provision of a high quality, responsive service to all customers.	
Key Responsibilities	
1	Undertake a wide range of specific and general administrative duties.
2	Co-ordinate, attend and take minutes of relevant meetings, ensuring that minutes are accurate, and action points are recorded.
3	First point of contact for any queries made to the team by email, telephone or in person, ensuring these are dealt with in a timely and sensitive manner.
4	Required to handle confidential information and follow correct administrative protocols and procedures.
5	Carry out appropriate level of record keeping/ filing to ensure secure storage and maintenance of data.
6	You may also be required to carry out stock and stores and procurement tasks on an ad hoc basis.

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	or	Stage of Selection
----------	-----------	----	--------------------

	Desirable	Process Assessed
Qualifications		
Minimum of two National 5 at Grade C or above (or equivalent), which should include English and Maths/Arithmetic or relevant experience.	Essential	Application
Knowledge, Skills & Experience		
An understanding of general administrative duties within a busy office setting and an outline of what skills you will bring to the role.	Essential	Application
Competent in the use of Microsoft packages including Excel, Word, and Outlook.	Essential	Interview
Well-developed written and oral communication skills across a wide range of media including email, telephone and minute taking.	Essential	Interview
Accurate and sound analytical and numerical skills.	Essential	Application
Behaviours		
Listen & Communicate	Essential	Interview
Accountability & Initiative	Essential	Interview
Plan & Organise	Essential	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	25/10/2024	Time	23:55
Interview Date*	07/11/2024		

*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

Caroline Molloy by email at: **LowMossHumanResources@prisons.gov.scot** or by telephone on: **0141 762 9512** to allow reasonable adjustments to be made to assist you.

