

# 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	
Provide all administration duties within SPS Fauldhouse to support Industries within the SPS as part of the Offending Outcome Policy.	
Key Responsibilities	
1	Undertake as directed, all aspects of procurement including materials/tooling and services.
2	Undertake all aspects of sales administration as required
3	Undertake all aspects of archiving of HQ files, as and when required
4	Process all stock movements.
5	Undertake cashier role as required.
6	Undertake all relevant functions necessary to improve quality.

## 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?
<b>Qualifications</b>		
Five National 5 Qualifications including English/Maths or (equivalent qualifications) or relevant experience of working within an administrative role.	<b>Essential</b>	Application
<b>Experience</b>		
Working knowledge of an electronic Finance System including Stock and Purchasing modules.	<b>Essential</b>	Application/Interview
Competent in the use of Microsoft Office Packages.	<b>Essential</b>	Application/Interview
Experience of working in an office environment.	<b>Essential</b>	Application/Interview
<b>Knowledge &amp; Skills</b>		
Excellent oral and written communication skills.	<b>Essential</b>	Interview
Ability to effectively prioritise workloads.	<b>Essential</b>	Interview
Self-motivation, drive and the ability to work autonomously.	<b>Essential</b>	Interview
Ability to work effectively as part of a team.	<b>Essential</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	23 August 2020	<b>Time</b>	23:55
<b>Interview Date*</b>	07 September 2020		

**\*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 Angela Fletcher by email at: [Angela.fletcher@sps.pnn.gov.uk](mailto:Angela.fletcher@sps.pnn.gov.uk) or by telephone on: 0131 330 3836 to allow reasonable adjustments to be made to assist you.

