

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### ICM ADMINISTRATION ASSISTANT – HMP GREENOCK

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	
To provide an efficient and effective administration service to the Integrated Case Management (ICM) and Multi Agency Public Protection Arrangements (MAPPA) function within HMP Greenock. To ensure that key documents and databases are updated, current and accessible for relevant SPS staff and stakeholders.	
Key Responsibilities	
1	Provide a comprehensive administrative service to both ICM and MAPPA processes with responsibility to co-ordinate all aspects of the administrative duties.
2	To monitor all admissions and transfers on a daily basis to the establishment in line with establishment processes and identify correct ICM type for each prisoner. Maintain associated databases.
3	To identify all prisoners subject to MAPPA procedures. Issue MAPPA notifications and referrals within timeframes to community MAPPA teams, Police Scotland, and SPS Public Protection Unit.
4	The job holder has responsibility for ensuring key documents are filed appropriately and can be retrieved as required.
5	Collating and producing management information in support of ICM/MAPPA databases
6	Provide administration assistance to the wider Finance & Administration function, as directed by your line manager, which are commensurate with role and level within the organisation.

#### 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
<b>Qualifications</b>			
Minimum of two National 5 at Grade C or above (including English & Maths/Arithmetic) or equivalent qualifications or relevant administration experience.	<input type="text"/>		<input type="text"/>
<b>Knowledge, Skills &amp; Experience</b>			
Competent in the use of MS Office packages (including Excel, Word, and Outlook etc).	<input type="text"/>		Application Interview and
Competent in all aspects of administration	<input type="text"/>		Application Interview and
<b>Behaviours</b>			
<input type="text"/>	<input type="text"/>		Interview
<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

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	12 noon
<b>Interview Date*</b>	<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 **Lauren Bichard** by email at: [Lauren.Bichard@prisons.gov.scot](mailto:Lauren.Bichard@prisons.gov.scot) or by telephone on: **01475 883306** to allow reasonable adjustments to be made to assist you.

