UNLOCKING POTENTIAL

TRANSFORMING LIVES



**APPLICANT PACK**

**Risk & Interventions Administrator**

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** | |
| The post holder will support the organisation of case conferences with internal and external agencies, prepare all relevant case conference documentation, take minutes of case conferences and undertake file updating in various formats. | |
| **Key Responsibilities** | |
| 1 | Accurately maintain filing systems relating to Integrated Case Management process |
| 2 | Update prisoner records including Prisoner Record System on a weekly basis |
| 3 | Daily responsibility for minute taking during case conferences |
| 4 | Record updates to support the ICM process and provide relevant statistics on a monthly basis |
| 5 | Communicate with relevant internal and external partners daily |
| 6 | To support and contribute to all Integrated Case Management processes and to support and contribute to all Risk Management administration processes |

**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 Desirable** | **Stage of Selection Process Assessed** |
| **Qualifications** | | |
| A minimum of 2 Standard Grades, or equivalent, including English and Mathematics/Arithmetic at Grade 3 or above or relevant experience. | **Essential** | Application |
| **Knowledge, Skills & Experience** | | |
| Competent and experienced in all aspects of administration. | **Essential** | Application & Interview |
| Competent in the use of Microsoft Office packages including Word, Excel, Outlook etc. | **Essential** | Application & Interview |
| Ability to analyse, interpret and report on a range of information. | **Essential** | Application & Interview |
| Experience of minute taking. | **Desirable** | Interview |
| **Behaviours** | | |
| **Listen & Communicate** | **Essential** | Interview |
| **Plan & Organise** | **Essential** | Interview |
| **Relationships & Collaboration** | **Essential** | Interview |

For further information regarding the expectations in regard to behaviours, candidates should reference the [**Competencies for Success Framework**](http://www.sps.gov.uk/Careers/WorkingfortheSPS/CompetencyFramework.aspx).

**Selection Process Key Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 14/06/2023 | **Time** | 12:00 |
| **Interview Date\*** | 28 June 2023 | | |

**\*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 **Sophie Murray** by email at: [sophie.murray@prisons.gov.scot](mailto:sophie.murray@prisons.gov.scot) or by telephone on: **01501824047** to allow reasonable adjustments to be made to assist you.

**[](http://www.stonewall.org.uk/diversity-champions-programme)[](https://civilservicecommission.independent.gov.uk/recruitment/recruitment-principles/)**