

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

General Administrator Activities

(part time 14.8 hours Tuesday & Thursday)

HMP & YOI Grampian

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	
To provide an administration service within the remit of the Prisoner Activities and Services function. This will include the effective delivery of administrative, clerical and IT support, completing tasks in line with SPS guidelines, practices, procedures and security standards.	
Key Responsibilities	
1	Input and update of Prisoner Activity Data on the SPS Prisoner Resource System (PR2).
2	Monitor and update Prisoner of data for Admissions, Transfers and Liberations within the Establishment.
3	Oversight and assurance of Prisoner wage payments. Ensuring all databases are kept current, accurate and that the process for prisoners receiving weekly wages runs smoothly, within SPS policy and with the minimum of errors or discrepancies.
4	Responsibility for general administrative duties within the area, filing and resource procurement oversight.

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		
Minimum of two National 5 (or equivalent) qualifications, including English and Mathematics or Arithmetic or equivalent relevant qualifications.	Essential	Application form
Experience		
Experience within an administrative function.	Essential	Application form and virtual Interview
Experience of processing data and ensuring accuracy of information.	Essential	Application form and virtual Interview
Knowledge & Skills		
Excellent written and oral communication skills.	Essential	Application form and virtual Interview
Excellent IT skills including Microsoft applications including Outlook and Word.	Essential	Application form and virtual Interview
The ability to prioritise workloads and work to deadlines.	Essential	Application form and virtual Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	2355
Interview Date*	<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 Anthea Stephen, HR Administrator by email at: anthea.stephen@prisons.gov.scot or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

