

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### HDC Administrator

### Part-time (24 hours) – Fixed Term 12 months

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 compile and collate detailed information on all convicted prisoners using Prisoner Records System (PR2) and paper based files, to enable SPS Managers to make decisions on individual prisoner's eligibility for release on the Home Detention Curfew Scheme as introduced via the Management of Offenders (Scotland) Act.	
Key Responsibilities	
1	The collation and analysis of related statistics and subsequent generation of management reports.
2	Maintenance of effective and efficient electronic and paper based filing and data recording systems, including Prisoner Records, ensuring compliance with Data Protection Legislation, Information Security and SPS Guidelines.
3	Respond to and follow up general enquiries sensitively, timeously and professionally.
4	Managing prisoner complaints and appeals appropriately using relevant HDC policy and procedures.
5	Provision of an effective and efficient general administration service, ensuring electronic and paper based communications and documentation are actioned appropriately and, where necessary, passed to the relevant third party for ongoing action.

#### 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 Process Assessed
<b>Qualifications</b>			
A minimum of 2 National 5's, or equivalent, including English and Mathematics or Arithmetic or relevant administration experience.	<input type="text"/>		<input type="text"/>
<b>Knowledge, Skills &amp; Experience</b>			
Competent and experienced in all aspects of administration.	<input type="text"/>		Application Interview and
Competent in the use of Microsoft Office Packages including Excel, Word, Outlook etc.	<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>	12:00 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 Lee Gorman HR Officer by email at: **Lee.Gorman@prisons.gov.scot** or by telephone on: **01387 274346** to allow reasonable adjustments to be made to assist you.

