

# 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	
To provide criminal administration services within the remit of the Criminal function. This will include the effective delivery of efficient administrative, clerical and IT support, completing tasks according to national and local guidelines, SPS Practices and Procedures and Security Standards.	
Key Responsibilities	
1	Responsible for the calculation, interpretation, accurate and timely validation of all untried and convicted warrants.
2	Responsible for the administration of the reception/returns from Court warrants, including ensuring all dead and non-return warrants have been disposed of by the courts.
3	To compile and manage the PRS system generated court list both for personal and video link appearances, ensuring its accuracy.
4	Receive, record and arrange the service of indictments/citations, returning same to relevant Procurator Fiscal office.
5	Administration of Court bails, interim liberations and PF releases
6	Responsible for checking and carrying out the appropriate actions of all e-mails received and being mindful of their sensitive nature

### 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>		
Minimum of 5 National 5 (or equivalent) qualifications including English and Mathematics	Essential	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>		
Competent and experienced in the use of Microsoft packages, including Excel, Word and Outlook	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Competent and experienced in all aspects of administration	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Experience of Warrant and Sentence calculations	Desirable	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Knowledge &amp; Skills</b>		
A working knowledge of SPS Practices and Procedures	Desirable	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Ability to prioritise workload in order to meet deadlines	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Ability to work individually and as part of a team	Essential	<ul style="list-style-type: none"> <li>• Application</li> </ul>
A flexible approach to work within a multi-skilled environment	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

## Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	
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 **Nicola Brunton** by email at: **Nicola.Brunton@prisons.gov.scot** or by telephone on: **01738 458121** to allow reasonable adjustments to be made to assist you.

