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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**Local SPIN Co-ordinator**

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**

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| **Job Purpose** | |
| The post holder will be responsible for the management of the local SPIN system; security of all IT systems, setting user profiles, maintaining both hardware and software and assuring compliance to SPIN policies and guidance by way of regular audits and robust record keeping. The post holder will also provide effective admin support to the Business Improvement team and contribute to achieving the objectives of the wider establishment.  Working pattern will be Monday to Thursday 7:30 am to 16:00 pm and Friday 7.30 am to 15:30 pm | |
| **Key Responsibilities** | |
| 1 | Maintain and provide technical support to users of all SPS IT packages including Prisoner Records System (PR2), prisoner PIN phone system, SharePoint, Business Objects, and monitor data quality in line with Performance Contracts and statutory duties associated with each process. |
| 2 | Responsible for all IT equipment within the establishment including maintenance and repair whilst maintaining an up to date local assets register of all SPIN equipment, printers etc. |
| 3 | Verify relevant data held on Prisoner Records System (PR2) and communicate information both internally and externally. |
| 4 | Monitor the use of SPIN system and SharePoint, including violations of set protocols and review user access to ensure that all access is relevant to post holders role. |
| 5 | Provide effective administration support to the Business Improvement department as required, which may include, filing, photocopying, data input, data upload and dealing with telephone enquiries. |
| 6 | Data collation, data reporting and accurate management of databases and electronic filing systems. |

**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.

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| **Criteria** | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** | | |
| 5 National 5 at Grade C or above (including English & Maths/Arithmetic) or equivalent qualifications or relevant experience | Essential | Sift 1 |
| **Experience** | | |
| Competent & experienced in use of the Microsoft Office packages and working knowledge of General IT equipment. | Essential | Competency sift and interview |
| Experience of working with confidential information. | Essential | Competency sift and interview |
| Experience in all aspects of administration. | Essential | Competency sift and interview |
| **Knowledge & Skills** | | |
| Excellent communication and inter-personal skills with the ability to work individually or part of a team. | Essential | Competency sift and interview |
| Ability to work to a high degree of accuracy and efficiency and be able to prioritise workload to meet organisational and departmental deadlines. | Essential | Competency sift and interview |
| Good numeracy skills including the ability to analyse and interrogate a wide range of information. | Essential | Competency sift and interview |
| Ability to identify issues and proactively implement effective solutions. | Essential | Competency sift and interview |

**Selection Process Key Dates**

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| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 20 September 2019 | **Time** | 23.55 |
| **Interview Date\*** | 08 October 2019 | | |

**\*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 **Madeleine Wood, HR Administrator** by email at: **madeleine.wood@sps.pnn.gov.uk** or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

[](http://www.stonewall.org.uk/diversity-champions-programme)****