

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

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 appoint 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		
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 interpersonal 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

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.

