

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Risk & Interventions Administrator

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 support the organisation of case conferences with internal and external agencies, prepare all relevant case conference documentation, take minutes of case conferences and undertake file updating in various formats.	
Key Responsibilities	
1	Accurately maintain filing systems relating to Integrated Case Management process
2	Update prisoner records including Prisoner Record System on a weekly basis
3	Daily responsibility for minute taking during case conferences
4	Record updates to support the ICM process and provide relevant statistics on a monthly basis
5	Communicate with relevant internal and external partners daily
6	To support and contribute to all Integrated Case Management processes and to support and contribute to all Risk Management administration processes

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	or	Stage of Selection Process Assessed
Qualifications			
A minimum of 2 Standard Grades, or equivalent, including English and Mathematics/Arithmetic at Grade 3 or above or relevant experience.	<input type="text"/>		<input type="text"/>
Knowledge, Skills & Experience			
Competent and experienced in all aspects of administration.	<input type="text"/>		Application Interview &
Competent in the use of Microsoft Office packages including Word, Excel, Outlook etc.	<input type="text"/>		Application Interview &
Ability to analyse, interpret and report on a range of information.	<input type="text"/>		Application Interview &
Experience of minute taking.	<input type="text"/>		Interview
Behaviours			
<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

Vacancy Closes for Applications	<input type="text"/>	Time	12:00
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

Sophie Murray by email at: sophie.murray@prisons.gov.scot or by telephone on: 01501824047 to allow reasonable adjustments to be made to assist you.

