

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title	Report to
Administration Assistant	Anna Watt
Location	Department
Hours of Work	Number of Hours
	20 per week (Days to be agreed)
Job Role Status	Is C&R/PPT a requirement?
Pay Band	Does this role attract any additional allowances (e.g. on-call allowance, RRA)?
	n/a

[Job Details](#)

[Job Description](#)

Job Purpose	
You will provide an administration service to contribute effectively to support the Home Detention Curfew process and provide support to the wider Administration team within HMP Greenock.	
Key Responsibilities of the role	
1	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.
2	Provide advice and guidance to staff, managers and partners on HDC assessment process, timescales and scheme requirements.
3	Generation and maintenance, of prisoner specific documentation to administer the Home Detention Curfew (HDC) process from identification of eligibility to completion.
4	Required to handle confidential information and follow correct administrative protocols and procedures whilst maintaining an appropriate level of record keeping/filing to ensure secure storage and maintenance of data.
5	As part of a multi-functional team you will be required to provide ad hoc assistance to other administration team members as directed by your line manager, commensurate with role and level within the organisation.

Person Specification

It is important to carefully consider the exact requirements for the role and to ensure that they are realistic and justifiable. Each criterion should be marked as essential or desirable. You must also be clear as to how you will measure these through the selection methods chosen in the following section.

Qualifications <i>(Maximum of 2). Please specify whether each of these requirements is essential or desirable)</i>	
1	Minimum of 2 National 5 Awards (or equivalent) including English, Maths or Arithmetic or relevant administration experience. (Essential)
Experience: <i>(Maximum of 3). Please specify whether each of these requirements is essential or desirable.</i>	
1	An understanding of general administrative duties within a busy office setting and an outline of what skills you will bring to the role. (Essential)
2	Competent in the use of Microsoft packages including Excel, Word, and Outlook. (Essential)
Knowledge and Skills <i>(Maximum of 4). Please specify whether each of these requirements is essential or desirable.</i>	
1	Listen and Communicate (Essential)
2	Plan and Organise (Essential)
3	Relationships and Collaboration (Essential)
4	Solve Problems and Make Decisions (Essential)

Selection Methods

Selection Methods
Application
Interview