

# 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	
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	
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 & 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 2 National 5 Awards (or equivalent) including English, Maths or Arithmetic or relevant administration experience.	ESSENTIAL	Application
<b>Experience</b>		
An understanding of general administrative duties within a busy office setting and an outline of what skills you will bring to the role.	ESSENTIAL	Application
Competent in the use of Microsoft packages including Excel, Word, and Outlook.	ESSENTIAL	Application Interview
<b>Knowledge &amp; Skills</b>		
Listen and Communicate	ESSENTIAL	Interview
Plan and Organise	ESSENTIAL	Interview
Relationships and Collaboration	ESSENTIAL	Interview
Solve Problems and Make Decisions	ESSENTIAL	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	12 NOON
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 Lauren Bichard by email at: [Lauren.Bichard@prisons.gov.scot](mailto:Lauren.Bichard@prisons.gov.scot) or by telephone on: **01475 883306** to allow reasonable adjustments to be made to assist you.

