

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	
Our Pay Team is responsible for providing an efficient, accurate and effective payroll function to the Scottish Prison Service (SPS). They play a key role in ensuring the delivery of our monthly payroll to our 4,600 staff and providing support to any employee with payroll or pension-related queries.	
Work is currently underway to transform the way we provide HR & Payroll services, which will see SPS introduce a new fully integrated HR and Payroll Service. This will result in more efficient processing activity, creating more capacity for our Payroll Team to focus their time providing great customer service to our staff, enhancing the experience they have when interacting with the Payroll function.	
The Administration Assistant – Payroll will play a crucial role in supporting the effective and efficient administration of the Payroll function and providing great customer service by ensuring new employees have access to information relating to their pay and pension, managing the Pay Team inbox, supporting the Pay Team answer queries in a time sensitive manner and providing assistance to employees when required.	
Key Responsibilities	
1	Providing support to employees and HR Teams by updating and maintaining self-service payroll and pension information available online.
2	General administrative duties such management of the Pay Team mailbox, maintaining electronic records and trackers and the electronic distribution of documentation as required.
3	Providing assistance to employees regarding Pay or Pension enquiries, as required.
4	Ensuring the employee payroll/pensions files are maintained in good order and monthly payroll records are filed, requesting files from registry and filing associated records (electronically and paper-based).
5	Maintaining Pension database and issuing pension correspondence .
6	Preparation or purchase requisitions and logging of invoices to be paid through the SPS Finance System.

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?
Qualifications		
Minimum of 3 National 5 Qualifications, including English and Maths/Arithmetic or equivalent qualifications or relevant experience of working within an administrative role.	Essential	Application
Experience		
Experience of working within an Administrative Function.	Essential	Application Interview
Requirement to work with sensitive employee information.	Desirable	Application
Knowledge & Skills		
Post holder must be competent in the use of Microsoft Office packages including Word, Excel, Outlook etc.	Essential	Application Interview
Excellent numeracy skills.	Essential	Application
Well-developed communication skills.	Essential	Application
Ability to prioritise workloads to meet deadlines.	Essential	Application

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 **Angela Fletcher** by email at: ASKHQHRTeam@prisons.gov.scot or by telephone on: **0131 330 3753** to allow reasonable adjustments to be made to assist you.

