

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	
The post holder will provide an effective and efficient grocery/shopping service to the prisoner population, adhering to strict guidelines and deadlines in a fast paced environment, accurately processing and bagging individual orders in preparation for delivery to residential areas. The post holder may be required to cover the Prisoner Wages Admin Assistant as highlighted by management. This role will have prisoner contact.	
Key Responsibilities	
1	Contribute to the delivery of an effective and efficient grocery/shopping service in accordance to agreed timescales. The post holder will be required to undertake manual handling duties on a daily basis, in a warehouse type vicinity.
2	Check canteen sheets for accuracy and process orders through an electronic point of sale system.
3	Accurately, pick, charge on till and seal prisoners canteen orders, in preparation to deliver to residential areas within strict deadlines.
4	Receive and check weekly stock delivery and input onto stock management software. Effective stock management, rotation and reconciliation including physical stock check.
5	As part of a multi-functional team you will be required to perform other tasks/ relief cover as specified by Accounts Manager.

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		
A minimum of 2 National 5 qualifications, including English and Maths or equivalent qualifications.	ESSENTIAL	Application
Full driving licence.	ESSENTIAL	Interview
Experience		
Sound knowledge and experience of stock control.	ESSENTIAL	Application/Interview
Competent and experienced in the use of ICT tools, including Microsoft Office.	ESSENTIAL	Application/Interview
Knowledge & Skills		
Excellent communication and interpersonal skills.	ESSENTIAL	Interview
Ability to prioritise workload to meet departmental deadlines.	ESSENTIAL	Interview
Ability to work individually and as part of a team.	ESSENTIAL	Interview
Ability to analyse, interpret and report on a range of information. Excellent numeracy skills and attention to detail.	ESSENTIAL	Interview

Selection Process Key Dates

Vacancy Closes for Applications	12 October 2022	Time	12.00 p.m.
Interview Date*	TBC		

*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 **Danielle Mullen** by email at: danielle.mullen@prisons.gov.scot or by telephone on: **01501 824054** to allow reasonable adjustments to be made to assist you.

