

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Public Protection Administrator

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 purpose of the role is to collate and input SPS Risk Management data to the Violent and Sex Offender Register (ViSOR) to support community based partners in risk assessing a prisoner prior to liberation to enable an appropriate management plan to be implemented. Post holder is required to extract relevant data from ViSOR to support ICM/MAPPA departments within establishments to create individual prisoner case management plans. They will collate and conduct the administration of Rule 95 Removal from Association submissions. He/she will update and maintain a data collation system in relation to Rule 95 submissions to HQ. He/she will work and liaise closely with the Public Protection Management team in relation to all of the above and general administration duties. The post holder is subject to National Security Vetting (NSV) and must be able to obtain Security Clearance (SC).	
Key Responsibilities	
1	Ensure all appropriate risk management data is input accurately and timeously to the Violent and Sex Offender Register (ViSOR) in accordance with the Scottish ViSOR Standards
2	Liaise with establishment ICM/MAPPA departments and Police Offender Management Units in relation to the sharing of risk management information to support prisoner case management.
3	Collate and administer Rule 95 application forms from establishment Separation and Reintegration Units (SRUs) and input to PR2.
4	Ensure appropriate filing and data systems are updated and maintained for all administrative processes including SharePoint.
5	Primary contact for collation of External Enquiry Forms (EEF's) from external partners for the sharing of information.
6	Undertake other delegated duties and tasks as required by the Public Protection Management Team.

## 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 or equivalent qualifications including Mathematics and English or relevant experience gained in a similar role/environment.	<b>Essential</b>	Application
<b>Experience</b>		
Extensive administration experience including minute taking.	<b>Essential</b>	Application/Interview
Experience of working with confidential/restricted information including the safe handling, storage and provision to partner agencies.	<b>Essential</b>	Application/Interview
Experience of creating and maintaining data collation systems including the extraction and analysis of statistical information where applicable for Senior Management.	<b>Essential</b>	Application/Interview
<b>Knowledge &amp; Skills</b>		
Good working knowledge of PR2 and standard Microsoft Office Software (Word, Excel, Outlook), including creation and maintenance of data collation systems.	<b>Essential</b>	Interview
Excellent written and oral communication skills.	<b>Essential</b>	Interview
Knowledge and management of SharePoint sites.	<b>Desirable</b>	Interview

Knowledge of Prison Rules and Timescales in relation to Separation and Reintegration Units.	Desirable	Interview
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## Selection Process Key Dates

Vacancy Closes for Applications	24 February 2020	Time	23.55
Interview Date*	05/03/2020		

\*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: **Angela.Fletcher@sps.pnn.gov.uk** or by telephone on: **0131 330 3836** to allow reasonable adjustments to be made to assist you.

