****

UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**HR Officer**

**HMP & YOI Grampian, Peterhead**

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**  |
| As the post holder, you will form part of the HR service delivery team and be based within HMP & YOI Grampian. You will contribute to the overall HR team’s service delivery, operations and more general HR decision making within your specific establishment. You will have significant cultural and change management opportunities and will be a position to influence these directly and on a daily basis. You will provide professional HR advice in addition to supporting the HRBP, Establishment Management Team and Employees, ensuring such advice and support is in line with legislation and SPS Policy and Procedure. |
| **Key Responsibilities** |
| 1 | Support the case management in all matters relating to HR process, policy and intervention, including the management and use of the SPS Managing Absence and Attendance Policy and Procedure. |
| 2 | Facilitation and involvement in recruitment and selection activities including Open Day Awareness events and promotional activities and coordination and delivery of local training activities in relation to HR policies and procedures. |
| 3 | Provision and interrogation of Management Information System. |
| 4 | Representation for HR Business Partner at various meetings as required. |
| 5 | Management and co-ordination of HR administrative staff. |

**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 5 National 5s, or equivalent, including English and Maths/Arithmetic, (at grade 3/C or above) or relevant experience. | Essential | Application Form |
| Attained CIPD Foundation Diploma in HR Practice (or equivalent HR qualification) or willing to work towards. | Essential | Application Form |
| **Experience** |
| Experience of working in a HR environment, with particular focus on operational HR experience. | Essential | Application FormVirtual Interview |
| Competent in the use of computerised systems including Microsoft Office. | Essential | Application FormPresentation |
| Experience of Line Managing Staff | Essential | Application Form |
| **Knowledge & Skills** |
| Knowledge of Employment Legislation and Data Protection Legislation. | Essential | Application FormVirtual Interview |
| Well-developed interpersonal and communication skills both written and oral at all organisational levels across a range of media. | Essential | Application FormVirtual InterviewPresentation |
| Ability to work on own initiative and as part of a team, organising, planning and prioritising a challenging personal and team workload. |  Essential | Application FormVirtual Interview  |
| Knowledge of relevant HR Policies and Procedures with a focus on employee absence, discipline and recruitment. | Essential | Application FormVirtual Interview |

**Selection Process Key Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 19 July 2020 | **Time** | 2355 |
| **Interview Date\*** | 03 August 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 Anthea Stephen, HR Administrator by email at: Anthea.stephen@sps.pnn.gov.uk or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

****