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TRANSFORMING LIVES

SPS
SCOTTISH PRISON SERVICE

APPLICANT PACK

General Administrator

HMP & YOI Grampian

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 be responsible for administrative duties within HMP & YOI Grampian, Peterhead, working in the Finance & Administration department.	
Key Responsibilities	
1	Provide accurate recording of all prisoner transactions and data inputting on the Prison Record System (PR2) ensuring compliance with SPS policies and audit processes.
2	Provide accurate recording of visit requests by telephone, booked on the establishments visit database.
3	Provide an efficient and effective service in the handling of prisoner's personal cash (PPC) being handed in and ensuring all monies is accurately recorded in the Prisons Record System (PR2)
4	Carry out any other relevant administrative duties which could include minute taking and helping with the in-house preparation and distribution of prisoner retail items involving the movement of physical stock.
5	Represent the establishment in a professional manner through daily contact with SPS staff and outside agencies.
6	Provide effective administration support to the Business Improvement Team as required. This will include but not be limited to, filing, photocopying, data input, data upload and dealing with telephone enquiries.

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 two National 5 (or equivalent) qualifications, including English and Mathematics or Arithmetic or relevant experience gained in a similar role and/or environment.	Essential	Application
Experience		
Experience of good communication skills evidencing what type and how used.	Essential	Application form and virtual Interview
Experience of attention to detail whilst working to deadlines, outlining examples.	Essential	Application form and virtual Interview
Experience of good numeracy skills evidencing what type and how used.	Essential	Application form and virtual Interview
Knowledge & Skills		
Evidence your knowledge and understanding of the Data Protection Act.	Essential	Application form and virtual Interview
Evidence competency in the use of Microsoft Office packages, especially Excel.	Essential	Application form and virtual Interview
Evidence ability to work as part of a team, demonstrating a flexible attitude.	Essential	Application and virtual Interview
Knowledge of manual handling awareness.	Desirable	Application form and virtual Interview

Selection Process Key Dates

Vacancy Closes for Applications	17 August 2020	Time	2355
Interview Date*	31 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 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.