

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Intel Admin Assistant

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 Intelligence Administration Assistant will provide comprehensive and effective administration support to the Intelligence Management Unit (IMU). The Intelligence Administration Assistant will compile and communicate information to support the Intelligence Analyst in the compilation of intelligence products as well as providing administrative reports to assist prisoner management meetings.	
Key Responsibilities	
1	Maintenance of statistical data for use by the Intelligence Management Unit (IMU).
2	Input of the following data to Prisoner Records System (PR2) in accordance with SPS Data Input Standards: <ul style="list-style-type: none"><li>• Intelligence Reports;</li><li>• Incident Reports;</li><li>• inked Prisoners (includes research of adverse disclaimers).</li></ul>
3	Collate, file and communicate responses for authorised External Enquiry Forms to external partners including law enforcement agencies.
4	Preparation of intelligence and incidents for Prisoner Subject Access Reports in accordance with Data Protection Act 1998 and SPS Policy.
5	Prepare intelligence and incident summaries for all prisoner risk management meetings.
6	Any other administrative duties, as directed by the IMU Manager which are necessary to ensure the effective and efficient running of the IMU within the establishment.

### 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>		
A minimum of 2 Standard Grades, including English and Mathematics/Arithmetic (at Grade 3 or above) or equivalent qualifications or relevant experience.	Essential	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>		
Experience in carrying out administrative duties within a busy office setting.	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Competent and experienced in the use of Microsoft Office packages.	Essential	<ul style="list-style-type: none"> <li>• Application</li> </ul>
Experience of working with confidential or restricted information.	Desirable	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Knowledge &amp; Skills</b>		
Ability to handle confidential information in a sensitive and professional manner.	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Well-developed interpersonal and communication skills both written and verbal with attention to detail.	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Demonstrable ability of managing several work streams at one time to meet departmental deadlines	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

## Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	23:55
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 **Nicola Brunton** by email at: **Nicola.Brunton@prisons.gov.scot** or by telephone on: **01738 458142** to allow reasonable adjustments to be made to assist you.

