

# 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	
<p>The post holder will be responsible for performing a variety of administration tasks within Business Management Unit with a particular focus on Information Management, including Data protection, Subject access requests (SAR) and Freedom of Information (FOI). The post holder will process collate, audit and report on a range of data and will liaise with and respond to request from external stakeholders.</p> <p>The post holder will provide administrative and secretarial support to Governor in charge and senior managers and provide cover for the Governors PA duties.</p>	
Key Responsibilities	
1	Support and provide cover for Business Management administration primarily in the management of complaints, Internal Complaints (ICC) Loss or Damage to Prisoner Property Claims (LODPP).
2	Organise appointments and maintain diaries. Arrange meetings and visits for the GIC and Senior Management, Copy and audio typing of letters, minutes, reports, and presentations.
3	Process, collate, audit and report critical business data and report using Microsoft Office packages.
4	Maintain the Subject Access Request and Freedom of information databases, providing administrative support within these processes.
5	Process incoming-mail, filtering, distributing and tracking via a database and maintain filing systems.
6	Management of external and internal communications.

### 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>		
Five National 5 qualifications, including English and Maths/Arithmetic or equivalent or proven relevant work experience	Essential	Application
<b>Experience</b>		
Competent and experienced in all aspects of administration including recording and producing accurate minutes	Essential	Application/Interview
Experience of using MS Office packages and computerised records/databases as effective business and reporting tools	Essential	Application/Interview
<b>Knowledge &amp; Skills</b>		
Ability to prioritise workload to meet departmental deadlines.	Essential	Interview
Excellent communication skills, both written and verbal, at all organisational levels.	Essential	Interview
Ability to work individually and as part of a team.	Essential	Interview
Ability to work with secure and confidential information.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	23:55
Interview Date*	<input type="text"/>		

\*please note interview dates could be 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 **Shotts HR** by email at: [ShottsHR@prisons.gov.scot](mailto:ShottsHR@prisons.gov.scot) or by telephone on: 01501 824054 to allow reasonable adjustments to be made to assist you.

