

# 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	
To play a key role in the delivery of an effective and efficient procurement service to customers, ensuring value for money and compliance with the SPS Procurement Procedures and the Financial Policy and Guidance Manual.	
Key Responsibilities	
1	To work closely with colleagues and customers to define specification and requirement of goods and services which meet the needs of the establishment while providing an effective administration service, ensuring electronic and paper based communications and documentation are actioned and stored appropriately in accordance with Audit and SPS policy requirements.
2	Responsible for checking and ensuring that all manual requisition forms are signed by the requesting officer and relevant budget holder and are within designation authorisation limits prior to processing and also to ensure the accuracy of invoices received prior to preparing invoices for payment by registering on SPS Agresso system.
3	Respond to and follow up Procurement specific enquiries sensitively, timeously and efficiently, ensuring an excellent customer service provision is offered at all times, whilst working within the parameters of the relevant policies and legislations.
4	Provide stores support during periods of staff absence and where heavy workload dictates the need for assistance as directed by the Procurement Manager.
5	To provide support to other teams within the functional group to ensure effective service delivery.

### 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 Five National 5 (or equivalent) qualifications (including English & Mathematics) or relevant experience gained in a similar role and/or environment.	<b>ESSENTIAL</b>	Application
<b>Experience</b>		
Competent in the use of Microsoft Office packages including Word, Excel and Outlook	<b>ESSENTIAL</b>	Application/Interview
Previous experience working within a finance function	<b>ESSENTIAL</b>	Application/Interview
<b>Knowledge &amp; Skills</b>		
Ability to use strong communication skills to build positive working relationships with internal and external partners	<b>ESSENTIAL</b>	Interview
Ability to plan, organise, prioritise and manage workload in order to achieve results within strict deadlines.	<b>ESSENTIAL</b>	Interview
Problem solving skills with ability to seek and address root causes of problems	<b>ESSENTIAL</b>	Interview
A knowledge and understanding of SPS financial procurement policies and procedures	<b>ESSENTIAL</b>	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	12.00 p.m.
<b>Interview Date*</b>	27 April 2023		

**\*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 **Sharon Hume** by email at: [sharon.hume2@prisons.gov.scot](mailto:sharon.hume2@prisons.gov.scot) or by telephone on: **01501 824047** to allow reasonable adjustments to be made to assist you.

