

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	
The post holder will be responsible for the Co-ordination and Administration of the Home Detention Curfew (HDC) procedures, providing detailed analysis on all convicted prisoners to enable SPS Managers to make decisions for those eligible for release on the Home Detention Curfew Scheme.	
Key Responsibilities	
1	To compile an analysis on all convicted prisoners (using Prisoner Records (PR2) and paper-based files) to enable Managers to make decisions on individual prisoners' eligibility for release on the HDC Scheme (as introduced via the Management of Offenders (Scotland) Act).
2	Provide advice and guidance on the HDC Assessment Process, timescales and scheme requirements.
3	Maintenance of effective and efficient electronic and paper based filing and data recording systems, including Prisoner Records ensuring compliance with Data Protection Legislation and SPS guidelines.
4	Liaise with internal and external customers and partners to ensure effective service delivery.
5	To provide an administrative support service to the all functions by giving assistance with compliance and assurance tasks as directed by the Line Manager, and carrying out any other relevant administrative duties to ensure the effective service of the Administration area.
6	To take minutes of establishment meetings, as directed by the Line Manager.

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		
3 Standard Grades (including English and Mathematics/Arithmetic) at level 3 or above or equivalent or relevant administration experience.	Essential	Sift
Experience		
Competent in MS Office Packages including Excel, Word, Outlook etc.	Essential	Sift
Knowledge of relevant national legislation and guidelines.	Desirable	Interview
Experienced and competent at taking minutes at meetings.	Essential	Sift
Knowledge & Skills		
Well-developed communication skills, both written and oral.	Essential	Interview
Ability to manage and prioritise workload.	Essential	Sift
Ability to work individually and as part of a team, and with a range of internal and external stakeholders.	Essential	Interview
Ability to use Information Technologies as affective business tools in a sensitive and confidential manner.	Essential	Sift Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	8 am
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 **Eve Duffy** by email at: **Eve.Duffy@prisons.gov.scot** or by telephone on: **01259 767215** to allow reasonable adjustments to be made to assist you.

