

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 support the organisation of case conferences with internal and external agencies, prepare all relevant case conference documentation, take minutes of case conferences and undertake file updating in various formats	
Key Responsibilities	
1	Accurately maintain filing systems relating to Integrated Case Management (ICM) process
2	Update prisoner records including Prisoner Record System on a weekly basis
3	Daily responsibility for minute taking during case conferences
4	Record updates to support the ICM process and provide relevant statistics on a monthly basis
5	Communicate with relevant internal and external partners daily
6	To support and contribute to all ICM processes and to support and contribute to all Risk Management administration processes

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 relevant experience	Essential	Application
Experience		
Competent and experienced in all aspects of administration	Essential	Application Interview
Competent in the use of Microsoft Office packages including Word, Excel, Outlook etc.	Essential	Application Interview
Knowledge & Skills		
Well-developed communication skills, both written and oral	Essential	Interview
Ability to work with minimum supervision and prioritise workloads	Essential	Interview
Ability to analyse, interpret and report on a range of information	Essential	Interview
Ability to work individually and as part of a team	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	05 February 2021	Time	12.00
Interview Date*	17 February 2021		

*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 **Ruth McCracken, HR** by email at: Ruth.McCracken@sps.pnn.gov.uk or by telephone on: **01501824046** to allow reasonable adjustments to be made to assist you.

