

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### HDC/ Immigration 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 post holder will provide general administration support and answering the switchboard as required by management. This role mainly encompasses Home Detention Curfew (HDC) and Immigration administration which involves liaising with relevant external agencies.	
Key Responsibilities	
1	To compile a detailed analysis of data to enable Managers to make decisions on individuals eligibility for release on the HDC Scheme in line with Government legislation.
2	To compile detailed, evidenced-based dossiers for individuals, assessing eligibility for release on HDC. This will include application of all statutory criteria.
3	Daily identification of foreign national admissions and completion of applicable documentation advising all relevant authorities.
4	To provide administrative support to Criminal Administration team including answering the switchboard and responding to e-mail enquiries where appropriate.
5	To carry out any other administrative duties as advised by management.

#### 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 two National 5 (or equivalent) qualifications including English and Mathematics or relevant experience.	ESSENTIAL	Initial sift
<b>Experience</b>		
Competent and experienced in all aspects of administration.	ESSENTIAL	Competency sift and interview
Competent in the use of all Microsoft Packages.	ESSENTIAL	Competency sift and interview
<b>Knowledge &amp; Skills</b>		
Excellent communication both written and verbal	ESSENTIAL	Competency sift and interview
Ability to prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	Competency sift and interview
Ability to work individually and as part of a team.	ESSENTIAL	Competency sift and interview
Good numeracy skills and be able to compare a range of information.	ESSENTIAL	Competency sift and interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	12 November 2020	<b>Time</b>	23:55
<b>Interview Date*</b>	24 November 2020		

\*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 **HR Team** by email at: **EdinburghHRTeam@sps.pnn.gov.uk** or by telephone on: **Phone Number** to allow reasonable adjustments to be made to assist you.

