

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

ICM ADMINISTRATOR

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 provide an efficient and effective administration service to the Integrated Case Management (ICM) and Multi Agency Public Protection Arrangements (MAPPA) function within HMP Greenock. To ensure that key documents and databases are updated, current and accessible for relevant SPS staff and stakeholders.	
Key Responsibilities	
1	Provide a comprehensive administrative service to both ICM and MAPPA processes with responsibility to co-ordinate all aspects of the administrative duties.
2	To monitor all admissions and transfers on a daily basis to the establishment in in line with establishment processes and identify correct ICM type for each prisoner. Maintain associated databases.
3	To identify all prisoners subject to MAPPA procedures. Issue MAPPA notifications and referrals within timeframes to community MAPPA teams, Police Scotland, and SPS Public Protection Unit.
4	The job holder has responsibility for ensuring key documents are filed appropriately and can be retrieved as required.
5	Collating and producing management information in support of ICM/MAPPA databases.
6	Provide ad hoc assistance to other administration team members as directed by your line manager, commensurate with role and level within the organisation.

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 at Grade C or above (including English & Maths/Arithmetic) or equivalent qualifications or experience.	ESSENTIAL	Application Sift
Experience		
Competent in the use of MS Office packages (including Excel, Word, Outlook etc).	ESSENTIAL	Application Sift Interview
Competent in all aspects of Administration.	ESSENTIAL	Application Sift Interview
Knowledge & Skills		
Sound knowledge of data protection and information security legislation and the ability to work with sensitive information in a confidential manner.	ESSENTIAL	Application Sift Interview
Ability to evidence good written and oral communication skills.	ESSENTIAL	Application Sift Interview
Ability to prioritise workload to meet deadlines whilst demonstrating flexibility and team working with the minimum of supervision.	ESSENTIAL	Application Sift Interview
Ability to identify and resolve problems and make effective decisions within the scope of the role.	ESSENTIAL	Application Sift Interview

Selection Process Key Dates

Vacancy Closes for Applications	20 October 2019	Time	23.55pm
Interview Date*	04 November 2019		

*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 **Lauren Bichard** by email at: Lauren.Bichard@sps.pnn.gov.uk or by telephone on: **01475 883306** to allow reasonable adjustments to be made to assist you.

