

## APPLICANT PACK

### Case Management 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	
Provide administrative support in the assessment, recording and distribution of the ICM and HDC process in accordance with SPS guidelines and Data Protection Legislation.	
Key Responsibilities	
1	Provide administrative support in the assessment, recording and distribution of the ICM and HDC process in accordance with SPS guidelines and Data Protection Legislation.
2	Liaise with internal and external partners to ensure effective service delivery.
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	Contribute to the development of an effective ICM/HDC processes through participation in functional and departmental forward planning activities. Seek and continuously develop personal knowledge and understanding of ICM/HDC related issues policies and legislation.
5	The collation and analysis of related statistics and the subsequent generation of management reports.
6	Other duties, commensurate with role and level within the organisation, deemed necessary to ensure the continuation of an effective and efficient service.

#### 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 2 Standard Grades (at Grade 3 or above) including English and mathematics/Arithmetic or equivalent qualifications or relevant experience.	Essential	Application Form
<b>Experience</b>		
Competent and experienced in the use of Information and Communication Technology (ICT), including Microsoft Office.	Essential	Application Form Interview
The ability to analyse, interpret and report on a range of information.	Essential	Interview
Minute taking skills and experience.	Desirable	Interview
<b>Knowledge &amp; Skills</b>		
Well-developed communication skills at all organisational levels, across a range of media.	Essential	Application Form
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	Essential	Application Form Interview
Ability to use Information and Communication Technologies as effective business tools..	Essential	Application Form Interview
<b>Effective decision making skills.</b>	Essential	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	2355 hrs
<b>Interview Date*</b>	<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 **Wendy Scrimgeour** by email at: **Wendy.Scrimgeour@sps.pnn.gov.uk** or by telephone on: **01738 458113** to allow reasonable adjustments to be made to assist you.

