

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

Mail Administrator (part time)

HMP & YOI Grampian

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 ensure the effective and efficient management of all mail items for the establishment in line with SPS Policy and Standard Operating Procedures. To also provide general administration duties for the establishment.	
Key Responsibilities	
1	To attend the Front of House area in order to collect all mail delivered to the establishment and transport all mail from Front of House to the Designated Secure Area.
2	Correctly identify all mail into relevant categories i.e. Prisoner Confidential Correspondence / General Correspondence together with any damaged mail items and complete relevant inventory sheets as per Standard Operating Procedures.
3	Conduct secondary assurance screening of all mail through x-ray machine in smaller bundles and contact the relevant nominated manager to request secondary assurance check before any mail is issued.
4	To ensure compliance with the current GMA on Prisoners Correspondence and associated Prison Rules.
5	To assist in the training of relief staff, including those who work on a Saturday to fully cover the mail administration duties and keep them up to date with changes in policy and procedures.
6	To carry out general administration duties and cover as directed by the line manager Monday to Friday and process the mail on a Saturday.

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) National 5 (or Equivalent) qualifications, including English and Mathematics or Arithmetic or relevant experience gained in a similar role and/or environment.	Essential	Application form
Experience		
Good communication skills at all organisational levels evidencing what type and how used.	Essential	Application form and virtual Interview
Experience of attention to detail whilst working to deadlines, outline examples.	Essential	Application form and virtual Interview
Competent in MS Office Packages (including Microsoft Word, Outlook and Excel).	Essential	Application form and virtual Interview
Knowledge & Skills		
Evidence of your knowledge and understanding of the Data Protection Act.	Essential	Application form and virtual Interview
Excellent problem solving and decision making skills.	Essential	Application form and virtual Interview
Evidence ability to work as part of a team, demonstrating a flexible attitude.	Essential	Application form and virtual Interview

Selection Process Key Dates

Vacancy Closes for Applications	17 August 2020	Time	2355
Interview Date*	31 August 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 Anthea Stephen, HR Administrator by email at: anthea.stephen@sps.pnn.gov.uk or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

