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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**

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| **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.

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| **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**

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| --- | --- | --- | --- |
| **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.

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