

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### GENERAL ADMINISTRATOR (X2)

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 a comprehensive administration service within HMP Barlinnie.	
Key Responsibilities	
1	Provide administrative support within the department, responding to departmental queries/requests for information and carry out ad-hoc duties as directed by management.
2	Maintain accurate computerised records/databases and reporting on this information as required.
3	Maintain the secure management of paper and electronic files held within the department, ensuring a filing system of all records is kept in line with the SPS Document Retention policy.
4	Diary management, meeting room bookings and attending meetings to record and produce an accurate minute where required.
5	Produce various written correspondence to internal and external agencies.
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>		
A minimum of two National 5 (or equivalent) qualifications, including English and Mathematics or relevant experience gained in a similar role and/or environment.	Essential	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Experience</b>		
Competent and experienced in all aspects of administration.	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Experience of recording and producing accurate minutes of meetings.	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Experience of maintaining computerised records/databases and reporting on this information.	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
<b>Knowledge &amp; Skills</b>		
Well developed interpersonal and communication skills both written and oral.	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Competent in the use of computerised systems including Microsoft Office (Excel, Word, Outlook).	Essential	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Ability to effectively prioritise your workload to meet departmental and organisational deadlines.	Essential	<ul style="list-style-type: none"> <li>• Interview</li> </ul>
Awareness of the Data Protection Act and the requirement for confidentiality.	Desirable	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	<input type="text"/>	<b>Time</b>	23:55
<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

**Rebekka Thomson** by email at: **Rebekka.Thomson@prisons.gov.scot** or by telephone on: **0141 770 2030** to allow reasonable adjustments to be made to assist you.

