Intelligence Unit Admin Assistant

Assessment Information

Thank you for your interest in the above role. Below, you will find information on how the different competencies outlined in the person specification will be assessed throughout the Recruitment process as well as information on the vacancy timeline. Throughout the process, you will be assessed against the competencies captured in the person specification and the key behaviours set out in the SPS Behavioural Competency Framework (BCF). All Recruitment at SPS is based on the Behavioural Competency Framework which outlines the key behaviours and standards required both of applicants and existing staff. Further details on the SPS Behavioural Competency Framework can be found on the Careers section of our website.

Competencies you will be assessed against:

Person Specification	Essential /Desirable	Assessment
Qualifications		
A minimum of 3 Standard Grades or equivalent including English and Maths / Arithmetic at Grade 3 or Above or relevant experience	Essential	Sift 1
Experience		
Experience in carrying out administrative duties within a busy office environment	Essential	Competency Sift Interview
Competent and experienced in the use of Microsoft Packages	Essential	Competency Sift Interview

Experience of working with confidential or restricted information	Desirable	Interview
Knowledge & Skills		
Well-developed communication skills, both written and oral	Essential	Interview
Ability to work with minimum supervision and prioritise workload	Essential	Interview
Knowledge of relevant national legislation and guidelines	Desirable	Not assessed
Awareness of relevant SPS Security Policies and Procedures	Desirable	Not assessed

Selection Process Timeline:

Application Window	Applications close Wednesday 21st November 2018
Competency Sift	Week commencing 26th November 2018
Competency Interview	Week commencing 10th December 2018