

UNLOCKING POTENTIAL

TRANSFORMING LIVES

**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **Job Title** | **Report to** |
| General Administrator | Area Manager |
| **Location** | **Department** |
| Barlinnie | General Office |
| **Hours of Work** | **Number of Hours** |
| Normal Office Hours | 37 |
| **Job Role Status** | **Is C&R/PPT a requirement?** |
| Non-Operational | PPT |
| **Pay Band and Salary**  **B - £23,426** | **Does this role attract any additional allowances (e.g. on-call allowance, RRA)?** |
| Choose an item. | No |

Job Details

Job Description

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| **Job Purpose:** | |
| To provide a comprehensive administration service within HMP Barlinnie. | |
| **Key Responsibilities of the role:** | |
| 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

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| **Qualifications:** | |
| 1 | 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** |
| **Experience:** | |
| 1 | Competent and experienced in all aspects of administration. **ESSENTIAL** |
| 2 | Experience of recording and producing accurate minutes of meetings. **ESSENTIAL** |
| 3 | Experience of maintaining computerised records/databases and reporting on this information. **ESSENTIAL** |
| **Knowledge and Skills:** | |
| 1 | Well developed interpersonal and communication skills both written and oral. **ESSENTIAL** |
| 2 | Competent in the use of computerised systems including Microsoft Office (Excel, Word, Outlook). **ESSENTIAL** |
| 3 | Ability to effectively prioritise your workload to meet departmental and organisational deadlines. **ESSENTIAL** |
| 4 | Awareness of the Data Protection Act and the requirement for confidentiality. **DESIRABLE** |

Selection Methods

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| **Selection Methods:** |
| 1. Competency Based Interview |