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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

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**  |
| The post is within the Casework, HDC & Risk Management Area and ideally suited for an enthusiastic, self-motivated individual who has the ability to contribute effectively to the delivery within the area and support the Establishment Business need. The post holder will responsible for compiling and collating detailed information on all convicted prisoners to enable SPS Managers to make decisions on individual prisoner’s eligibility for release on the Home Detention Curfew Scheme. In addition to this the post holder will provide administrative support to the establishment Risk Management Team. |
| **Key Responsibilities** |
| 1 | Generation and maintenance, of prisoner specific documentation to administer the Home Detention Curfew (HDC) process from identification of eligibility to completion. |
| 2 | Provide advice and guidance to staff, managers and partners on HDC assessment process, timescales and scheme requirements. |
| 3 | To collate referrals, management information and minute Risk Management Team (RMT) meetings. |
| 4 | Maintenance of effective and efficient electronic and paper based filing and data recording systems, including Prisoner Records, ensuring compliance with Data Protection Legislation, Information Security and SPS Guidelines. |
| 5 | Provision of an effective and efficient general administration service, ensuring electronic and paper based communications and documentation are actioned appropriately and, where necessary, passed to the relevant third party for ongoing action. |
| 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.

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| **Criteria**  | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** |
| Minimum of Five National 5 or equivalent (qualifications) including English and Mathematics or relevant experience gained in a similar role and/or environment. | Essential | Application |
| **Experience** |
| Previous experience of the Home Detention Curfew (HDC) scheme.  | Desirable | Application |
| Previous experience of Risk Management and Progression. | Desirable | Application |
| IT literate – competent in the use of IT tools including extensive use of the Microsoft Office package. | Essential | ApplicationInterview |
| **Knowledge & Skills** |
| A good understanding or working knowledge of data protection issues. | Essential | Interview |
| Excellent team-working skills and capabilities, ability to work on own initiative. | Essential | Interview |
| Ability to plan, organise, control, prioritise and manage workloads in order to meet strict agreed deadlines. |  Essential | Interview |
| Excellent communication skills - ability to communicate confidently, effectively and clearly with all stakeholders, both internal and external to the establishment across a full range of media. | Essential | ApplicationInterview |

**Selection Process Key Dates**

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| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 24 July 2020 | **Time** | 12:00pm |
| **Interview Date\*** | 06 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 **Rachael Ferguson** by email at: **Rachael.Ferguson2@sps.pnn.gov.uk** or by telephone on: **01324 722213** to allow reasonable adjustments to be made to assist you.

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