

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

Job Purpose	
The post holder will ensure the effective administration of the Intelligence Management Unit. They will also be responsible for ensuring information is accurately recorded into the Prison Records System (PR2). The post holder will have daily access to sensitive information regarding prisoners in our care.	
Key Responsibilities	
1	Provide administrative support within the Intelligence Management Unit, Data Input of minor and major assaults, intelligence reports, incidents etc Typing of various records, reports and documents including minutes of various meetings.
2	Organise documentation required to support the Intelligence Management Unit including photocopying, scanning and production of office paperwork. Update prisoner records including Prisoner Records System (PR2), Maintain Database's and update all relevant Intelligence databases. Provide CCTV downloads to disc for evidence / productions.
3	Work within the HMP Shotts IMU, which has daily access to sensitive and highly confidential information. Work in a restricted access area due to the sensitive nature of the Business providing comprehensive admin support.
4	Research and collate information to assist analysts in compilation of intelligence products and maintain up to date filing systems including electronic filing systems in line with SPS and legislative requirements.
5	Requirement to communicate both verbally and in writing with a variety of external contacts within the criminal justice system.

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?
Qualifications		
Two National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or relevant work experience	Essential	Application
Experience		
Competent and in-depth experience in all aspects of administration.	Essential	Application Interview
Competent and experience of a high level in using software such as Microsoft Office Packages (Excel, Word, Outlook, Teams and PowerPoint presentation).	Essential	Application Interview
Experience of working in an Intelligence or confidential environment.	Desirable	Interview
Knowledge & Skills		
Ability to effectively prioritise workload to meet departmental and organisational deadlines.	Essential	Interview
Organisational skills and ability to maintain records and secure information in line with legislative requirements.	Essential	Interview
You will have excellent communication skills, organisation and prioritisation skills and be able to work well under limited supervision.	Essential	Interview
Working and understanding of relevant policies and procedures within roles as well as relevant national legislation and guidelines pertinent to an admin role.	Essential	Interview

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	Noon
Interview Date*	w/c 24 April 2023		

***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 **Sam Boyd** by email at: Samantha.Boyd@prisons.gov.scot or by telephone on: **01501 824054** to allow reasonable adjustments to be made to assist you.

