

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Insert Vacancy Title

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	
An opportunity has arisen in the Scottish Prison Service to provide administrative support across the range of Legal Services activities and to complete work as directed.	
This work will include providing support to Legal Services Managers, processing of invoices, handling of prisoner location enquiries, the opening and distributing of the mail, and handling telephone enquiries from agencies and members of the public.	
Key Responsibilities	
1	Support Legal Services Managers in the Management of the SPS input into Freedom of Information enquiries by receiving and recording requests, identifying the appropriate persons to answer such requests and to allocate correspondence.
2	Request and collate information for solicitors representing Scottish Ministers and updating databases.
3	Preparation of payment authorisations for cashbook & credit transfer payments; registration of invoices to be paid through the SPS finance system.
4	To act as a point of contact for queries concerning the Scottish Prison Service generally or specifically those who may be in our custody. In addition consider the legitimacy of enquiries from various bodies and respond as appropriate.
5	General administrative duties such as opening and distributing the mail; handling of telephone calls; organise meetings, circulate paperwork at meetings as required; organise diaries and prioritise meetings; management and ownership of filing systems, filing correspondence and requesting of files.
6	Any additional administrative tasks including providing cover during leave and absence as and when required.

## 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 Five National 5 (or equivalent) qualifications including English and Maths	Essential	Application
<b>Experience</b>		
The post holder will have administration experience	Essential	Application/Interview
<b>Knowledge &amp; Skills</b>		
Ability to manage time and prioritise tasks effectively.	Essential	Application/Interview
Effective communication skills at all organisational levels across a range of media.	Essential	Application/Interview
Competent in Microsoft packages (including Word, Excel and Outlook).	Essential	Application/Interview
Excellent team working skills.	Essential	Application/Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	16 October 2019	<b>Time</b>	Midnight
<b>Interview Date*</b>	04 November 2019		

\*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 **Angela Fletcher** by email at: [HQHRTeam@sps.pnn.gov.uk](mailto:HQHRTeam@sps.pnn.gov.uk) or by telephone on: **0131 330 3836** to allow reasonable adjustments to be made to assist you.

