

## JOB DESCRIPTION & PERSON SPECIFICATION

### Job Details

<b>Job Title</b>	<b>Report to</b>
HR Administrator	HR Officer
<b>Location</b>	<b>Department</b>
Barlinnie	HR & Training
<b>Hours of Work</b>	<b>Number of Hours</b>
Normal Office Hours	37 per week
<b>Job Role Status</b>	<b>Is C&amp;R/PPT a requirement?</b>
Non-Operational	PPT
<b>Pay Band and Salary</b>	<b>Does this role attract any additional allowances (e.g. on-call allowance, RRA)?</b>
£20,805 - £25,868	No

### Job Description

<b>Job Purpose</b>	
You will contribute to the overall HR Team's delivery, operations and more general HR decision-making within HMP Barlinnie by providing a comprehensive administration service. This role will provide an excellent opportunity for the post holder to grow and develop as an HR Professional, working within a challenging and fast paced environment.	
<b>Key Responsibilities of the role</b>	
1	Respond to and follow up HR specific enquiries sensitively, timeously and professionally, ensuring accurate and impartial information and advice falls within the confines of relevant SPS policies and legislation.
2	Monitor and record the application of HR policies and procedures including sickness absence, code of conduct, toil/banked etc. and produce routine and ad hoc reports for the local SMT and HQ.
3	Provide HR reports to senior management and HQ.
4	Facilitate local recruitment and selection activities and participate on local and national sift and selection boards, ensuring all administration relating to recruitment and selection complies with the SPS Recruitment Guidelines and Civil Service Recruitment Principles.
5	Continuously develop personal knowledge and understanding of HR related issues, policies and legislation, using this knowledge and understanding to contribute to the maintenance and development of HR processes, procedures and systems to assist in the effective daily management of HR issues.
6	Maintain effective and efficient electronic and paper based filing and data recording systems, ensuring compliance with Records Management Policy, Data Protection Legislation and SPS guidelines.

## Person Specification

*It is important to carefully consider the exact requirements for the role and to ensure that they are realistic and justifiable. Each criterion should be marked as essential or desirable. You must also be clear as to how you will measure these through the selection methods chosen in the following section.*

Qualifications	
1	Minimum of 5 National 4 qualifications including English and Mathematics (or equivalent qualifications) or relevant experience <b>ESSENTIAL</b>
2	Attained CIPD Certificate in Personnel / HR Practice, or equivalent qualification <b>DESIRABLE</b>
Experience:	
1	Previous administration experience gained in a similar role/environment <b>ESSENTIAL</b>
2	Experience of working in a fast paced environment with ability to effectively manage a challenging workload to meet departmental and organisational deadlines <b>ESSENTIAL</b>
3	Competent and experienced in the use of Microsoft Office packages including Word, Excel and Outlook <b>ESSENTIAL</b>
Knowledge and Skills	
1	Knowledge and understanding of relevant Employment legislation and HR Policies, including Data Protection, Equality & Diversity, Absence Management, Recruitment etc <b>ESSENTIAL</b>
2	Ability to analyse, interpret and report on a range of information <b>ESSENTIAL</b>
3	Well-developed communication skills at all organisational levels, across a range of media <b>ESSENTIAL</b>
4	Ability to build and maintain strong working relationships, working effectively individually and as part of a team <b>ESSENTIAL</b>

## Selection Methods

Selection Methods
Competency based interview