

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 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 be 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 appoint 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		
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	Application Interview
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	Application Interview

Selection Process Key Dates

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.

