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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**HR Assistant**

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** | |
| 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. | |
| **Key Responsibilities** | |
| 1 | To collate and record sickness absence data and issue return to work paperwork |
| 2 | To monitor and record the application of HR policies and procedures |
| 3 | To provide HR reports to senior management and HQ |
| 4 | To deal with general HR related enquiries from staff, HQ and other agencies |
| 5 | To process staff changes and ad hoc pay claims as well as ensuring all filing systems within the department are maintained |
| 6 | To provide administrative support through the recruitment and selection process |

**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 2 National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment | ESSENTIAL | Application/verified at interview |
| **Experience** | | |
| Previous experience in an administrative role | ESSENTIAL | Application/Interview |
| Experience of working in a fast paced environment with ability to effectively manage a challenging workload to meet departmental and organisational deadlines | ESSENTIAL | Application/Interview |
| Competent and experienced in the use of Microsoft Office packages including Word, Excel and Outlook | ESSENTIAL | Application/Interview |
| **Knowledge & Skills** | | |
| Well-developed communication skills both written and oral at all organisational levels | ESSENTIAL | Application/Interview |
| Ability to build and maintain strong working relationships, working effectively individually and as part of a team | ESSENTIAL | Application/Interview |
| Ability to effectively prioritise workload to meet departmental and organisational deadlines | ESSENTIAL | Application/Interview |
| Understanding of Data Protection Legislation | ESSENTIAL | Application/Interview |

**Selection Process Key Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 15 March 2020 | **Time** | 23:55 |
| **Interview Date\*** | 31 March 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 **Sarah Gibb** by email at: **sarah.gibb@sps.pnn.gov.uk** or by telephone on: **0141 770 2030** to allow reasonable adjustments to be made to assist you.

[](http://www.stonewall.org.uk/diversity-champions-programme)****