

JOB DESCRIPTION & PERSON SPECIFICATION

Job Details

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| Job Title | Report to |
| Prisoner Services Assistant | Prisoner Services Supervisor |
| Location | Department |
| Barlinnie | Finance |
| Hours of Work | Number of Hours |
| Normal Office Hours | 37 |
| Job Role Status | Is C&R/PPT a requirement? |
| Non-Operational | PPT |
| Pay Band and Salary | Does this role attract any additional allowances (e.g. on-call allowance, RRA)? |
| B - £18,245-£20,004 | No |

Job Description

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| Job Purpose | |
| <p>You will provide an effective and efficient tuck shop style service to the prisoner population. This will involve working within a warehouse environment preparing prisoner orders, delivering them to residential areas of the prison in all weather conditions and with direct contact with prisoners. Strict timescales are essential to this service as well as adherence to the requirements of SPS Finance Policies, including the accurate recording of all stock movements. You will also provide an effective and efficient record of all Prisoners transactions within the PPC/Prisoner Pin Phones/Prisoner Wages function within the department. There may be a requirement to work in various other administration departments.</p> | |
| Key Responsibilities of the role | |
| 1 | You will contribute to the delivery of an effective and efficient service in accordance with agreed timescales. |
| 2 | You will assist in the provision of assurance to management that all processes and systems are completed in accordance with the appropriate Operational Delivery Systems. |
| 3 | You will assist in the maintenance and management of the effective and efficient stock management system that ensures prisoner requests are met whilst meeting the requirements of Finance and Audit. |
| 4 | When required, you will provide cover for the Prisoner Services Supervisor. |
| 5 | Assist in the PPC/Prisoner Pin Phones/Prisoner Wages function within the department. |

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 | ESSENTIAL - Minimum of 2 National 5 (or equivalent) qualifications including English and Mathematics or relevant experience gained in a similar role and/or environment |
| 2 | DESIRABLE - A full UK Driving licence. |
| Experience: | |
| 1 | DESIRABLE - Sound knowledge and experience of Stock Control |
| 2 | ESSENTIAL - Competent and experienced in the use ICT tools, including Microsoft Office |
| 3 | ESSENTIAL - A willingness to obtain or be in possession of appropriate forklift and other relative equipment training. |
| Knowledge and Skills | |
| 1 | ESSENTIAL - Ability to prioritise workload to meet strict timescales and the operational requirements of the Establishment |
| 2 | ESSENTIAL - Excellent interpersonal skills with the ability to work individually and as part of a team |
| 3 | ESSENTIAL - Excellent numeracy skills and attention to detail |

Selection Methods

| Selection Methods |
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| Competency Based Interview |