

UNLOCKING POTENTIAL TRANSFORMING LIVES



APPLICANT PACK

HR ADMINISTRATOR

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	
A vacancy has arisen within the HR Department HMP Shotts. The job holder will provide a comprehensive administration service in support of the Human Resources (HR) department, responsible for the HR service provision within HMP Shotts	
1	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.
2	Provide an effective and efficient administration service ensuring electronic and paper based communication and documentation are actioned appropriately, in accordance with the Government Protective Marking System (GPMS) guidance and, if necessary, passed to the relevant third party for ongoing action.
3	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.
4	Contribute to the development of an effective HR service through participation in functional and departmental forward planning activities and projects as required
5	Seek and 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.

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?
Qualifications		
Five National 5 qualifications, including English and Maths/Arithmetic or equivalent qualifications or proven relevant work experience	Essential	<ul style="list-style-type: none"> • Application
Achieved the CIPD Level 3 Certificate in HR Practice, or equivalent, or willing to undertake as a condition of appointment	Essential	<ul style="list-style-type: none"> • Application • Interview
Experience		
Competent and experienced in all aspects of administration	Essential	<ul style="list-style-type: none"> • Application • Interview
Experience of working within an HR environment in a similar role	Desirable	<ul style="list-style-type: none"> • Interview
Competent and experienced in the use of ICT tools, including Microsoft Office	Essential	<ul style="list-style-type: none"> • Application • Interview
Knowledge & Skills		
Knowledge and understanding of relevant legislation including Data Protection legislation, Equality and Diversity Legislation and Employment legislation and Acts	Essential	<ul style="list-style-type: none"> • Application • Interview
Well-developed communications skills at all organisational levels, across a range of media	Essential	<ul style="list-style-type: none"> • Interview
Ability to effectively prioritise workload to meet departmental and organisational deadlines	Essential	<ul style="list-style-type: none"> • Interview
Ability to analyse, interpret and report on a range of information	Essential	<ul style="list-style-type: none"> • Interview

Selection Process Key Dates

Vacancy Closes for Applications	16 December 2020	Time	12.00
Interview Date*	23 December 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 **Ruth McCracken** by email at: ruth.mccracken@sps.pnn.gov.uk or by telephone on: **01501 824046** to allow reasonable adjustments to be made to assist you.

