

APPLICANT PACK

Integrated Case Management/ Risk Management Admin 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

Job Purpose	
To provide general administrative services for the Integrated Case Management (ICM) and Risk Management Team (RMT) functions within the establishment. Organise ICM Case Conferences and RMT Meetings with internal partners, external agencies, prisoners and prisoner's families. Prepare all relevant documentation and take minutes of meetings. Information to be recorded in line with the ICM Guidance Manual, RMT Guidance and relevant GMAs.	
Key Responsibilities	
1	To communicate professionally with relevant internal partners, external agencies, prisoners and prisoners' families.
2	To carry out a range of administrative tasks including photocopying, filing, scanning etc, whilst adhering to the GDPR/Data Protection and Document Retention Policy.
3	To maintain accurate filing systems within the Data Stack
4	Update prisoner records including Prisoner Record System (PR2).
5	To carry out any other administrative duties as advised by management.

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		
Minimum of two National 5 (or equivalent) qualifications including English and Mathematics or relevant experience.	ESSENTIAL	Initial sift
Experience		
Competent and experienced in all aspects of administration.	ESSENTIAL	Competency sift and interview
Competent in the use of all Microsoft Packages.	ESSENTIAL	Competency sift and interview
Knowledge & Skills		
Excellent communication both written and verbal	ESSENTIAL	Competency sift and interview
Ability to prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	Competency sift and interview
Ability to work individually and as part of a team.	ESSENTIAL	Competency sift and interview
Ensure accuracy and attention to detail.	ESSENTIAL	Competency sift and interview

Selection Process Key Dates

Vacancy Closes for Applications	12 November 2020	Time	23:55
Interview Date*	02 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 **HR Team** by email at: EdinburghHRTeam@sps.pnn.gov.uk or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

