

APPLICANT PACK

Business Improvement Manager (D)

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 | |
|---|---|
| Provide assurance that HMP Castle Huntly is compliant with the Service Agreement, Standards, Policies and Directives and legislation as identified by the Scottish Prison Service and Scottish Government. In addition, the role holder will be responsible for the management of the prison archive area and line manager to administration staff. | |
| Key Responsibilities | |
| 1 | Co-ordinate, review & submit monthly performance returns and assurance programmes to SPS HQ, preparing and presenting monthly performance reports to senior management at the business meeting and coordinating the preparation of information for the Business Review meeting with the Director of Operations |
| 2 | Co-ordinate and support all internal and external audits, ensuring that those allocated an Audit are aware of response times, sending out reminders when necessary, ensuring all appropriate remedial action has been taken and ensuring that all Audits are completed correctly, signed-off and uploaded to Operations Directorate within the allocated timescales. |
| 3 | Perform the role of Information Security Officer supporting and assisting staff in keeping prisoner, staff and business information secure, reporting any information security incidents and ensuring compliance with national and local information security policies and procedures. Facilitate, coordinate and review FOI & Subject Requests, Prisoner Complaints and Internal Complaints Committee. |
| 4 | Provide advice and support to the Governor, Deputy Governor and Senior Management Team in the interpretation of data with a view to achieving continual improvement of standards. |
| 5 | Interrogate and maintain the establishment risk register and action plan tracker with a view to minimising/eliminating risks. |
| 6 | Support the Senior Management Team in developing and monitoring Proposition Action Plans, developing business metrics for THEME development and Key Performance Indicators to measure progress against the business improvement plan. |

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 | | |
| A 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 | | |
| Experience of creating, running and presenting reports and analysing and auditing the reports against performance measures. | ESSENTIAL | Application Interview |
| Well-developed administrative experience including a working knowledge of MS applications – Word, Excel, PowerPoint, Outlook and SharePoint Specifically, in relation to Excel, an experience of creating Formulae and Graphs is essential. | ESSENTIAL | Application Interview |
| Experience of managing people | DESIRABLE | Application Interview |
| Knowledge & Skills | | |
| Well-developed organisational & time management skills. | ESSENTIAL | Application Interview |

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|---|------------------|--------------------------|
| Effective oral and written communication skills with the ability to interact with internal/external agencies at all levels across a range of media. | ESSENTIAL | Application Interview |
| Excellent numerical, investigative and analytical skills with the ability to interpret and report statistical data/information. | ESSENTIAL | Application Interview |
| An understanding and awareness of Data protection, Freedom of Information, Prisoner Complaints and LODPP Claims | DESIRABLE | Application Interview |

Selection Process Key Dates

| | | | |
|-----------------|--------------------------------|------|-----------|
| Closing Date: | 18 th December 2020 | Time | 23:55 hrs |
| Interview Date* | TBC | | |

*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 **Lisa Curr** by email at: lisa.Curr@sps.pnn.gov.uk or by telephone on: **01382 319315** to allow reasonable adjustments to be made to assist you.

