

## APPLICANT PACK

### General Administration 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

<b>Job Purpose</b>	
The post holder will ensure the effective administration of key processes and provide support to areas such as Criminal Administration, Business Improvement and Mail Administration.	
<b>Key Responsibilities</b>	
1	Undertake a wide range of administrative duties including accurate data input, photocopying, filing, minute taking, and dealing with telephone enquiries.
2	Maintain accurate records and routinely destroy historic data in line with relevant SPS document retention policies.
3	Maintain accurate spreadsheets and both paper-based and electronic filing systems
4	Provide support and relief cover for the Mail Administrator ensuring the effective and efficient management of all mail items for the establishment in line with SPS policies
5	The post holder will also be required to support other administration functions within the establishment which will include the efficient handling and processing of Prisoners Personal Cash (PPC).

#### 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.

<b>Criteria</b>	<b>Essential/Desirable?</b>	<b>When assessed?</b>
<b>Qualifications</b>		
Minimum of 2 National 5 (or equivalent) qualifications, including English and Mathematics, or relevant experience gained in a similar role and/ or environment.	ESSENTIAL	Sift 1
<b>Experience</b>		
Competent and experienced in all aspects of administration.	ESSENTIAL	Competency Sift and Interview
Experienced in working with sensitive information.	ESSENTIAL	Competency Sift and Interview
Competent & experienced in use of the Microsoft Office packages and working knowledge of General IT equipment.	ESSENTIAL	Competency Sift and Interview
<b>Knowledge &amp; Skills</b>		
Well-developed written and verbal communication skills across a wide range of media including e-mail, telephone and face to face communication.	ESSENTIAL	Competency Sift and Interview
Accurately record information and have excellent attention to detail.	ESSENTIAL	Competency Sift and Interview
Ability to comprehend complex policies and processes and adhere to relevant Data Protection legislation.	ESSENTIAL	Competency Sift and Interview
Ability to prioritise workload to meet departmental and organisational deadlines.	ESSENTIAL	Competency Sift and Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	15 November 2019	<b>Time</b>	23.55
<b>Interview Date*</b>	04 December 2019		

\*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 **Madeleine Wood** by email at: [madeleine.wood@sps.pnn.gov.uk](mailto:madeleine.wood@sps.pnn.gov.uk) or by telephone on: **0131 444 3010** to allow reasonable adjustments to be made to assist you.

