

UNLOCKING POTENTIAL
TRANSFORMING LIVES



APPLICANT PACK

HR Assistant

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification 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	
As postholder, you will contribute to the overall HR Team's service delivery, operations and more general HR decision-making within HMP & YOI Grampian by providing a comprehensive administration service.	
Key Responsibilities	
1	To collate and record absence management data and information and issue all necessary absence management paperwork.
2	To monitor and record the application of all HR policies and procedures and deal with general HR related enquiries from managers and staff in a timely and sensitive manner.
3	To provide HR related reports to the greater HR Team, Senior Management team as required.
4	To provide an effective and efficient administrative service ensuring electronic and paper-based communication and documentation are actioned appropriately in accordance with the Government Protective Marking System (GPMS) and Data Protection Legislation.
5	To take ownership of the HR inbox ensuring all enquiries are responded to or passed on to another HR colleague in an efficient and timely manner.

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	or	Stage of Selection Process Assessed
Qualifications			
A minimum of 2 National 5s, or equivalent, including English and Maths/Arithmetic, (at grade 3/C or above) or relevant experience gained in a similar role and/or environment.	<input type="text"/>		<input type="text"/>
Attained CIPD Level 3 Certificate in HR Practice, or willing to work towards	<input type="text"/>		<input type="text"/>
Knowledge, Skills & Experience			
Competent and experienced in the use of Microsoft Office packages including Word, Excel and Outlook.	<input type="text"/>		Application Interview
Competent and experienced in all aspects of administration.	<input type="text"/>		Application Interview
Previous experience of working within a Human Resources environment in a similar role.	<input type="text"/>		Application Interview
	<input type="text"/>		
Behaviours			
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		Interview
<input type="text"/>	<input type="text"/>		

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications	<input type="text"/>	Time	23:55
Interview Date*	<input type="text"/>		

***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 **Karina Edgar** by email at: Karina.Edgar@prisons.gov.scot to allow reasonable adjustments to be made to assist you.

