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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**General 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**

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| **Job Purpose**  |
| The post holder will be responsible for administrative duties within HMP & YOI Grampian working in the finance & administration department. |
| **Key Responsibilities** |
| 1 | Provide accurate recording of all prisoner transactions and data inputting on the Prisons Record System (PR2) ensuring compliance with SPS policies and audit processes. |
| 2 | Provide accurate recording of visits requests by telephone, booked on the establishment visit database. |
| 3 | Provide an efficient and effective service in the handling of prisoner’s personal cash (PPC) being handed in and ensuring all monies is accurately recorded in the Prisons Records System (PR2) |
| 4 | Carry out any other relevant administrative duties which could include minute taking and helping with the in house preparation and distribution of prisoner retail items involving the movement of physical stock. |
| 5 | Represent the establishment in a professional manner through daily contact with SPS staff and outside agencies. |
| 6 | To assist in the provision of assurance to management that all processes and systems are completed in accordance with the appropriate Operational Delivery Systems. |
| 7 | To multi-task and provide a supporting role to other team members ensuring deadlines are met. |

**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.

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| **Criteria**  | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** |
| Minimum of 2 National 5 (or equivalent) qualifications, including English and Mathematics/Arithmetic or relevant experience gained in a similar role/or environment. | Essential | Application Form |
| **Experience** |
| Experience of good communication skills evidencing what type and how used. | Essential | Application Form/Interview |
| Experience of attention to detail whilst working to deadlines, outline examples | Essential | Application Form |
|   |   |   |
| **Knowledge & Skills** |
| Evidence of your knowledge and understanding of the Data Protection Act | Essential | Application Form/Interview |
| Evidence competency in the use of Microsoft Office package, especially Excel | Essential | Application Form |
| Evidence ability to work as part of a team, demonstrating a flexible attitude. | Essential | Application Form/Interview  |
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**Selection Process Key Dates**

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| **Vacancy Closes for Applications** | 04 March 2019 | **Time** | 2355 |
| **Interview Date\*** | 19 March 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 Anthea Stepen, HR Administrator by email at: **Anthea.stephen@sps.pnn.gov.uk** or by telephone on: (01779) 485626 to allow reasonable adjustments to be made to assist you.

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