

INFORMATION PACK FOR APPLICANTS

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1. ADVERTISEMENT

VACANCY	Corporate Services Administrator
SALARY	£29,013– £31,177 - A4 STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE- £29,013
STATUS	Permanent
HOURS OF WORK	Around 37 hours per week Monday to Friday
LOCATION	Hamilton – Currently working to a hybrid model of office and home working.

The Police Investigations and Review Commissioner is currently seeking to recruit a CS Administrator to join her team who are based in Hamilton. This is an exciting opportunity for an enthusiastic, self-motivated individual to work in a fast-paced environment within a growing progressive organisation.

The PIRC was established in 2013 and is responsible for carrying out independent investigations into incidents involving the police and independently review the way the police handle complaints from the public. Our aim is to secure public confidence in policing in Scotland by supporting continuous improvement and promoting positive change.

As Corporate Services Administrator you will be reporting to the Corporate Services Manager (CSM) and will support them and the Corporate Services Officer (CSO) in the delivery of our Corporate Services which include Procurement, Facilities, IT, Health and Safety and Payroll. The post holder will be faced with competing priorities, demands and expectations and will

require to have a working knowledge of each area and be able to provide integrated and efficient corporate services that support colleagues, service users and stakeholders.

You must be able to demonstrate proficiency in the following specific duties (see candidate information pack for full details):

- Responsible for delivering 1st line IT support to staff and for ensuring that all staff have required kit
- Coordinating staff travel including booking hotels etc and ensuring that staff are aware of risk assessments ahead of travel
- Integral part of the team who facility manages the PIRC offices, arrange maintenance and repairs where necessary, as required, liaise with contactors and Scottish Government Estates & Facilities and IT Departments when required to ensure that the PIRC offices are suitably maintained.
- Manage PIRC fleet of cars, record keeping and arranging service and repairs, fuel cards.
- Ensure that PIRC are compliant with health and safety legislation

Successful candidates should have a good standard of general education (minimum SCQF level 6 or equivalent) including qualifications in Maths and English. Candidate should also have significant experience, 1 year minimum, of working in a similar corporate services role in a small to medium sized organisation. They should also be able to evidence their abilities to meet the essential requirements for the post.

The PIRC offers excellent career prospects, competitive pension and benefits and operates flexible working arrangements.

The successful candidate must undergo Non Police Personnel Vetting (NPPV) and Baseline Personal Security Standard (BPSS) clearance prior to appointment.

The PIRC is an equal opportunities employer and is committed to promoting a diverse workforce, with an emphasis on the PIRC values of integrity, impartiality and respect. We, therefore, encourage and welcome applications from all members of the community. We are committed to the Disability Confident Initiative and offer a guaranteed interview to any applicant who meets all of the selection criteria required for the post and considers themselves to be disabled.

At PIRC we also offer a good range of benefits which are:

- Hybrid working
- Flexible working
- Cycle to Work scheme
- Pension with a generous employer contribution
- Competitive pay for sickness, maternity & paternity leave
- Access to Edenred discounts
- Access to an Employee Assistance Programme

For information on this vacancy please contact the Human Resources Department at jobs@pirc.gov.scot or call on 07342 080256.

How to Apply

The Candidate Information Pack / Application Form is available from:

<https://pirc.scot/about-us/work-with-us/vacancies/>

Email: jobs@pirc.gov.scot

The closing date for applications is midnight on **Sunday 2nd June 2024**

Shortlisting will take place thereafter. Successful applicants will be contacted with an interview date in due course.

Applicants who have not been contacted by us **within 3 weeks** of this closing date should assume they have been unsuccessful on this occasion. Please note we are unable to provide feedback on unsuccessful applications.

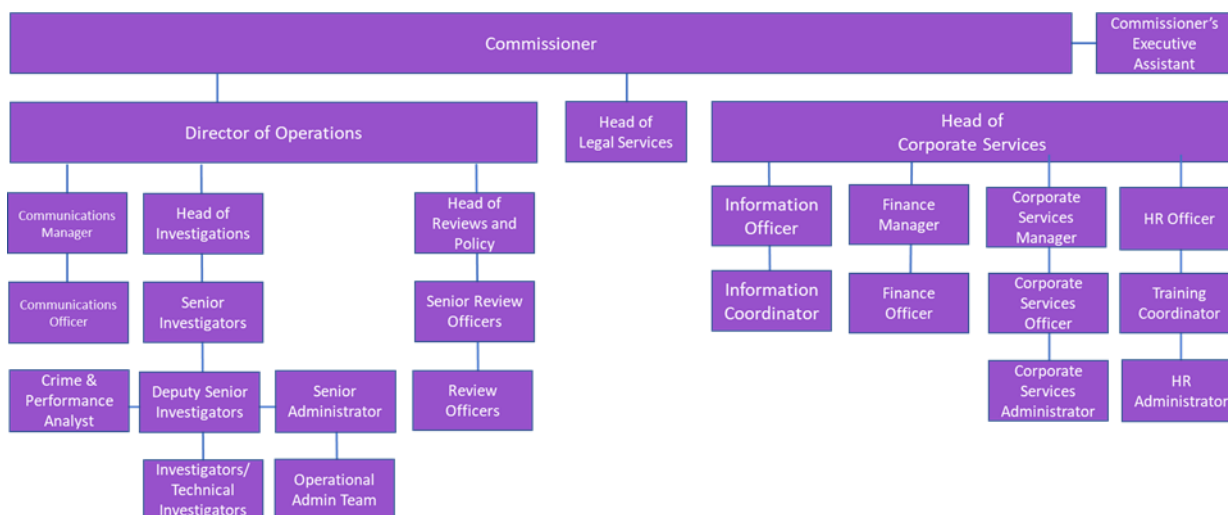
Only completed application forms will be considered. Please do not substitute your Curriculum Vitae for a completed form since this will not be considered.

2. BACKGROUND NOTE ON THE POLICE INVESTIGATIONS & REVIEW COMMISSIONER

The Police Public Order and Criminal Justice (Scotland) Act 2006, as amended by the Police and Fire Reform (Scotland) Act 2012, sets out the functions of the Police Investigations & Review Commissioner (PIRC). These are to review the manner in which policing bodies in Scotland deal with complaints and also to conduct investigations into particular kinds of incidents involving the police. The types of investigation which the PIRC may carry out are specified in the 2006 Act, as amended.

The PIRC is a Non-Departmental Public Body (NDPB) sponsored by the Scottish Government. The organisation is led by the Commissioner, Michelle Macleod, who is supported by the SMT and a team of staff, based in Hamilton

3. ORGANISATIONAL STRUCTURE



4. SPECIFIC DUTIES

As a Corporate Services Administrator you will provide support to the Corporate Services Manager in delivering a range of corporate functions which include activities relating to; Procurement, Facilities, IT and Health and Safety.

You will be required to:

- Manage the process for raising purchase orders and processing invoices for payment, giving support and guidance to the Corporate Services Manager (CSM) and Senior Managers through the process. Challenge managers and escalate to CSM when the process is not followed.
- Monitor and maintain the contracts register and suppliers details for PIRC, ensuring compliance with the Public Procurement Guidance and Procurement Bill. Advise managers on procurement process where relevant.
- Ensure that PIRC are compliant with health and safety legislation by conducting research into changes or best practice. Carry out all risk assessments (including Fire, workplace, pregnant mothers and young persons, driving etc), manage the risks to persons and property, record all actions for inspection. Set best practice and procedures and train staff accordingly.
- Proactively support the Corporate Services Officer in facility managing the PIRC offices, arrange maintenance and repairs where necessary, as required, liaise with contactors and Scottish Government Estates & Facilities and IT Departments when required to ensure that the PIRC offices are suitably maintained.
- Provide first line IT support for the organisation, escalating to Scottish Government when required. This includes the set-up of workstations, issuing and maintenance of mobile phones and the systems associated with the PIRC i.e. Centurion and Clue.

- Support the smooth running of the pool of PIRC Fleet Cars, collating mileage logs and record keeping. Track and update details of staff personal Car insurance for drivers claiming business miles while using their own car.
- Assist in establishing PIRC Environmental policy / arrangements, engage with staff and run 'green' campaigns
- Provide support and deputise as appropriate for the Corporate Services Officer.

5. COMPETENCIES

- Ability to communicate fluently, clearly and concisely both orally and in writing.
- Ability to prioritise, self-manage and deliver work within agreed timescales.
- Ability to maintain the highest level of confidentiality at all times.
- Ability to work effectively in a team environment.
- Ability to demonstrate a capacity and willingness to learn and improve.
- Ability to work effectively with internal and external stakeholders.

6. PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
• Good standard of general education (minimum SCQF level 6) to include qualifications in Maths and English	✓	
Experience		
• Significant experience (minimum of 1 year) of working in a similar corporate services role in a small to medium sized organisation	✓	
• Significant experience of public finance and financial regulations in Scotland		✓
• Extensive up-to-date experience in using SEAS		✓
• Good up-to-date experience in using EASEbuy (Executive Agency, Scottish Executive Buying System)		✓
• Experience of using on-line procurement	✓	
Skills & Knowledge		
• Highly numerate with strong analytical skills	✓	
• Excellent accuracy and attention to detail	✓	
• Good knowledge of accounts preparation in compliance with FReM and SPFM		✓
• Excellent oral and written communication skills	✓	

<ul style="list-style-type: none"> • Excellent organisational skills, particularly in establishing effective office procedures 	✓	
<ul style="list-style-type: none"> • Highly IT literate and skilled in using SEAS and Microsoft Office package, particularly Excel, Word, Outlook and PowerPoint 	✓	
<ul style="list-style-type: none"> • Ability to work with minimal supervision 	✓	
<ul style="list-style-type: none"> • Ability to deal with difficult situations which require careful judgement, tact and diplomacy 	✓	
<ul style="list-style-type: none"> • Excellent time management and prioritisation skills 	✓	

7. INFORMATION ABOUT THE SELECTION PROCESS

(a) Application process

In addition to this information pack, you should have:

An Application for Appointment form and an Equal Opportunities recruitment monitoring form

Before competing and submitting your application form, you should give due consideration to the following:

Experience of Specific Duties required – can you demonstrate experience in the specific duties outlined above?

Competency based evidence – are you familiar with what is being sought at the application stage and what will be sought at interview through the use of competency-based questions and how you should evidence this?

Qualifications, Skills, Knowledge and Experience required – do you meet the skills, knowledge and experience requirements outlined in the Person Specification?

Please ensure that you complete all sections of the job application form and that you return it by the date specified. We will be unable to consider your application if all sections are not fully completed. Completed Equal Opportunities recruitment monitoring will be separated from the application form and will not be made available to the selection panel members. The information collected will be treated in the strictest confidence and will only be used for the purpose of furthering the PIRC's policy of equal opportunity. Your application is very important as it is the key document which will determine whether or not you will proceed through the first assessment stage to interview and ultimately to appointment. You must therefore demonstrate clearly the evidence required in your application form on how you meet the relevant published skills, knowledge and experience shown in the person specification. Please read the person specification in conjunction with the role description, competencies and all other information contained in this pack.

Please do not substitute your Curriculum Vitae for a completed form or attach your CV with your application as it will not be considered and your application form may be rejected.

A good application should be structured to ensure that it flows in a clear and/or logical way. You should provide evidence and examples to ensure that it is clear to the selection panel the actions you took, the reasons for your actions, what happened, what you took into account and the outcome.

You should not assume that the evidence provided is obvious when it comes to meeting the competency/criterion, for instance by simply recounting job titles or job duties. You should try and avoid bland and hypothetical statements and where possible/appropriate use the first person – "I" not "We".

You should also be aware that on occasion there may be several ways in which we ascertain evidence of the skills, knowledge or experience sought, so please ensure you provide evidence that shows how you meet all aspects of the role.

You can apply online or submit hardcopy. If your application is handwritten, please use **black ink** and ensure it is legible as your form will be photocopied/scanned and then read by the selection panel.

We would advise you to keep a copy of your initial application for reference.

(b) How to return your Application

Email to: jobs@pirc.gov.scot

OR by post to: Human Resources, Police Investigations and Review Commissioner, Hamilton House, Hamilton Business Park, Caird Park, Hamilton, ML3 0QA

Closing date

The deadline for applications is **midnight on Sunday 2nd June 2024**. **Late applications will not be considered.**

(c) Selection panel

You will be notified of the members of the selection panel if invited to interview.

(d) Selection

Your completed application form will be assessed against the requirements for the position. If you are successful at this initial selection stage, you will be invited to take part in the interview and any assessment process.

(e) What will happen at the interview?

During the interview process, the selection panel will ask your questions related to your career history and to the competencies required for the job. This will include the evidence you provided within your application form and from any written assessment, presentation or other appropriate exercise.

(f) What will happen following the interview?

All applicants invited to interview will be advised of the outcome of the appointments process in writing.

(g) What is the procedure if I am successful?

The successful applicant(s) will undergo a vetting process which can take approximately 3 months with a start date to follow this. We advise successful applicants not to notify their current employer of their notice until we confirm that this has been successfully completed.