



CANDIDATE INFORMATION PACK

VACANCY	CORPORATE SERVICES ASSISTANT
SALARY	£26,245 - £29,257– (GRADE A3) STAFF WILL BE APPOINTED ON POINT 1 OF THE SCALE- £26,245
STATUS	Permanent
HOURS OF WORK	35 hours per week
LOCATION	Hamilton
CLOSING DATE	Sunday 1st March 2026

The Police Investigations and Review Commissioner is currently seeking to recruit a **CORPORATE SERVICES ASSISTANT** to join her team who are based in Hamilton.

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.

Working as part of Corporate Services team, the post holder will be responsible for supporting the smooth running of the PIRC office, through provision of efficient and effective delivery of administration areas, ICT and facilities work.

Specific Duties:

- Be the first point of contact for internal and external customers and visitors to PIRC buildings.
- Support the Corporate Services Team in facilities activities e.g. reporting maintenance issues and escorting contractors on site.
- Provide first line IT support, including set up of kit and workstations for staff
- Update and maintain corporate data bases, organise and store paperwork, documents and computer-based information, in accordance with records management policy and ensure that data security is maintained at all times.

- Ensure that customer enquiries are dealt with in a timely manner and that enquiries are passed or escalated to the appropriate person.
- Organise appointments, meetings, travel/accommodation and events as required.
- Review and update Corporate Services procedures relating to role
- Maintain general office supplies – stationery, toners, tea/coffee etc.
- Provide cover for the Corporate Services team as required.
- Promote diversity, equality and inclusion as part of the culture of the organisation
- Responsible for setting up the meeting room for training, CS meetings and CS events.
- Responsible for maintaining supplies of tea, coffee, biscuits for meeting room
- Undertake any other task as directed by the Commissioner or line manager in line with corporate objectives and responsibilities of post.

Success profile

Success profiles are specific to each job and they include the mix of skills, experience and behaviours candidates will be assessed on.

Experience

- Minimum of 1 years' experience working in an administrative role.
- An understanding of IT systems, including Microsoft Office (Word, Excel, Outlook and Powerpoint).
- An ability to produce reports using data from spreadsheets
- An ability to handle confidential information with discretion and professionalism.

Behaviours

Communicating and Influencing – Level 1

Working together – Level 1

Managing a quality service – Level 1

Delivering at pace – Level 1

You can find out more about Success Profiles Behaviours [here](#)

Security Checks

The successful candidate must undergo Non-Police Personnel Vetting (NPPV) Level 3 and Baseline Personal Security Scotland (BPSS) prior to appointment. Please see here <https://www.gov.uk/guidance/united-kingdom-security-vetting-applicant> to ensure you are aware of the requirements prior to submitting an application. Applicants should be aware that they are required to have lived in the United Kingdom for at least 3 years to meet the first element of the vetting requirements.

About Us

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, Laura Paton, who is supported by the Director of Operations, and supported by a team of staff, based in Hamilton.

Equality Statement

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.

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

How to Apply

Apply online, **you must provide a CV and Supporting Statement** (of no more than **1000 words**) which provides evidence of how you meet the skills, experience and behaviours listed in the Success Profiles above.

Artificial Intelligence (AI) tools can be used to support your application, but all statements and examples provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, and presented as your own) applications will be withdrawn and internal candidates may be subject to disciplinary action.

Please see our candidate guidance for more information on acceptable and unacceptable uses of AI in recruitment.

Successful applicants will be invited for further assessment; this will consist of an interview and scenario-based presentation.

We will provide feedback on request to candidates who attend an interview/assessment.

The closing date for applications is midnight on **Sunday 1st of March 2026**

Please continue to check your account on our recruitment portal as all applicants will have the status of the application updated on their account.

Please note we are unable to provide feedback on unsuccessful applications.