HM Prison & Probation Service

Group Profile: Business Administrator

Band 3

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JD Evidence	

Group Profile Name	Business Administrator
Organisation Level	**Delivery -** The jobs at this level will be task focused delivering defined activity or services.
Band	3

Overview	Job holders within this Group Profile provide administrative support to managers and frontline staff by undertaking transactional work in a particular area. The job holder is expected to be competent in their area of work, any specific qualifications or training required will be detailed in the relevant job description. This is a non operational role which may involve contact with prisoners depending on their area of work. This role has no line management responsibilities.
Characteristics	Typical tasks associated with this Group Profile include: • Organise, produce and maintain accurate records for area of work • Act as contact point for all communications to the team. Prioritise and distribute communications to the appropriate person or relevant department in establishment • Complete monitoring returns for area of work • Input requisitions on to the finance database and process requisitions for defined area of work • Co-ordinate any awareness sessions for area of work • Prepare paperwork for checking by manager, conducting initial checks as required • Correspond with relevant stakeholders and agencies to ensure that they are aware of information so that information is adequately shared • Maintain and check establishment databases, manual filing systems and logs of information, responding within agreed timescales and producing reports as required • Collate information relating to relevant Service Delivery Indicators (SDI's) • Act as secretary to meetings as required including organising agenda, taking, distributing minutes and action points
Job Descriptions relating to this Group Profile	The job holder once in post will be in matched to a job description; a sample list is shown below. The post is rotational so the job holder could during their career carry out the role of different job descriptions. • Business Administrator : Activity Hub • Business Administrator : Business Hub • Business Administrator : Equality • Business Administrator : Estates • Business Administrator : Management Coordinator • Business Administrator : Offender Management Hub • Business Administrator : People Hub • Business Administrator : Programmes • Business Administrator : Psychology • Business Administrator : Safe Decent and Secure

	- Business Administrator : Safer Custody - Business Administrator : Security Intelligence Collator - Business Administrator : Substance Misuse and Drug Strategy - Business Administrator : Healthcare - Business Administrator : Observation, Categorisation and Allocation (OCA) - Business Administrator : Establishment Television Systems - Business Administrator: Mobilisation, Transition and Transformation Administration Support - Business Administrator: Regional Admin support Wales - Business Administrator: Regional Estates Team - Business Administrator: Safe Decent and Secure Benchmark - Business Administrator: Equality Benchmark - Business Administrator: Safer Custody Benchmark - Business Administrator: Resettlement Worker Benchmark - Business Administrator: OMU Benchmark - Business Administrator: Regional Admin Support (North East) - Business Administrator: Regime Development
Minimum Eligibility	- All candidates are subject to security and identity checks prior to taking up post. - All external candidates are subject to 6 months probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. - All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.
Essential Skills/ Qualifications/ Accreditation/ Registration	Job holders must complete specific training in their specialism once they take up post. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh

Hours of Work and Allowances	37 hour working week

Behaviours	- Changing and Improving - Communicating and Influencing - Working Together - Managing a Quality Service - Delivering at Pace
Strengths	N.B. It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.
Ability	

Behaviours	Strengths N.B. It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for the any job specific requirements and add if required.
Changing and Improving				
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Delivering at Pace				