

Group Profile

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	<p>Job holders within this Group Profile provide administrative support to managers and frontline staff by undertaking transactional work in a particular area.</p> <p>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.</p> <p>This is a non operational role which may involve contact with prisoners depending on their area of work.</p> <p>This role has no line management responsibilities.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • 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	<p>The job holder once in post will be matched to a job description a sample list is attached below. The post is rotational so the job holder could during their career carry out the role of different job descriptions</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
Competencies	<p>All of the competencies in the National Offender Management Service (NOMS) Competency and Qualities Framework are relevant to this group profile. For the purpose of selection the following competencies will be measured:</p> <ul style="list-style-type: none"> • 2. Changing and Improving • 4. Leading and Communicating • 5. Collaborating and Partnering • 9. Managing a Quality Service • 10. Delivering at Pace
Minimum Eligibility	<ul style="list-style-type: none"> • 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 probation period within NOMS • All staff are required to declare whether they are a member of a group or organisation which the Prison Service considers to be racist
Essential Skills/Qualifications/Accreditation/Registration	N/A
Hours of Work and Allowances	37 hour working week