



National Offender Management Service

Job Description (JD)

Band 2

Group Profile – Support Services

Administration (SSA)

Job Description – SSA : Records

Document Ref.	OR-JES-152-B2 : SSA : Records
Document Type	Management
Version	4.0
Classification	Unclassified
Date of Issue	20/03/15
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	SSA : Records
Group Profile	Support Services Administration
Organisation Level	Support
Band	2

Overview of the job	This is an administrative support job in an establishment.
Summary	<p>The job holder will provide administrative support to ensure the safe and secure keeping of prisoners' files, past and present and to action requests in a timely manner to aid effective record keeping in line with local procedures.</p> <p>This is a non operational job with no line management responsibilities</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Undertake filing on a daily basis to provide effective record keeping in line with local procedures • Request and receive information/records from other establishments • Store records appropriately / forward the back record or abscond record to the requesting establishment in a timely manner • Send, collect and distribute faxes to appropriate staff • Deliver and collect post where appropriate • Maintain the filing system of the previous years files so they are moved to archive and the oldest archive years files are sent for destruction in accordance with required standards (e.g. data protection) <p>Undertake other administrative tasks including :</p> <ul style="list-style-type: none"> • Provide administrative assistance in area of work • Maintain accurate filing system for area of work • Respond to queries relating to area of work, redirecting where required <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder</p>

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"> • 4. Leading and Communicating • 5. Collaborating and Partnering • 6. Building Capability for All • 9. Managing a Quality Service
---------------------	---

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
-------------------------------------	----------------------