



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile - Business Administrator (BA)

Job Description - BA : Safe Decent and Secure

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JD Evidence	

Job Description

Job Title	BA : Safe Decent and Secure
Group Profile	Business Administrator
Organisation Level	Delivery 3-4
Band	3

Overview of the job	This is a an administrative job within an establishment
Summary	<p>The job holder will provide administrative support to residential staff and units maintaining the administration systems within specified timescales for the establishment.</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"> • Update Notice to Prisoners, Staff information Notice and Governors/Operational Order folders, making sure that a copy of the most recent documents are displayed on notice boards and remove when time expired • Update the Cell Sharing Risk Assessment (CSRA) database and pass updated risk assessments to the wing manager • Co-ordinates diaries / meetings for residential units and Head of Function • Collate and update Personal Officer List on a weekly basis • Act as a point of reference for the complaints process, log, allocate and distribute for responses on a daily basis and send reminders where necessary, to ensure deadlines are met • Ensure the Black and Minority Ethnic (BME) figures are updated and returned to the Equality Team on a weekly basis <p>Undertake other administrative tasks including:</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 and distributing minutes and action points

	<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> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	Job holders must complete specific training in their specialism once they take up post.
Technical Requirements	
Ability	

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 probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile

Behaviours	Strengths	Ability	Experience	Technical
	It is advised strengths are chosen locally, recommended 4-8			

Changing and Improving			Job holders must complete specific training in their specialism once they take up post.	
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Delivering at Pace				