



# HM Prison & Probation Service

## Job Description (JD)

### Band 3

### Group Profile - Business Administrator (BA)

### Job Description - BA : Safer Custody

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<b>JD Evidence</b>	

# Job Description

<b>Job Title</b>	BA : Safer Custody
<b>Group Profile</b>	Business Administrator
<b>Organisation Level</b>	Delivery
<b>Band</b>	3

<b>Overview of the job</b>	This is an administrative job in an establishment.
<b>Summary</b>	<p>The job holder will provide administrative support to the Safer Custody team maintaining administration systems within specified timescales for the establishment.</p> <p>This is a non-operational job with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Collate, update and maintain information on Assessment, Care in Custody &amp; Teamwork (ACCT) and violence reduction.</li> <li>• Co-ordinate and arrange ACCT reviews and inform key stakeholders of current trends in self-harm and violent incidents.</li> <li>• Monitor, prepare and publish information about prisoners currently subject to ACCT observations and violence reduction incidents to relevant colleagues and managers.</li> <li>• Follow up on information provided by Security Information Reports (SIRs), UK Borders paperwork and anti-bullying paperwork.</li> <li>• Create manual and electronic files for each prisoner on arrival and maintain relevant systems.</li> <li>• Record and report all incidents of self-harm/threats of self-harm and any acts of violence, informing relevant stakeholders.</li> <li>• Report serious incidents of violence, self-harm and suicide attempts to Duty Governor on day of incident.</li> </ul> <p>Undertake other administrative tasks including:</p> <ul style="list-style-type: none"> <li>• Organise, produce and maintain accurate records for area of work.</li> <li>• Act as contact point for all communications to the team. Prioritise and distribute communications to the appropriate person or relevant department in establishment.</li> <li>• Complete monitoring returns for area of work.</li> <li>• Input requisitions on to the finance database and process requisitions for defined area of work.</li> <li>• Co-ordinate any awareness sessions for area of work.</li> <li>• Prepare paperwork for checking by manager, conducting initial checks as required.</li> <li>• Correspond with relevant stakeholders and agencies to ensure that they are aware of information so that information is adequately shared.</li> <li>• Maintain and check establishment databases, manual filing systems and logs of information, responding within agreed timescales and producing reports as required.</li> <li>• Collate information relating to relevant Service Delivery Indicators (SDIs).</li> <li>• Act as secretary to meetings as required including organising agenda, taking and distributing minutes and action points.</li> </ul>

	<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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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	
<b>Ability</b>	

<b>Minimum Eligibility</b>	<ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>
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## Success Profile

<b>Behaviours</b>	<b>Strengths</b>  It is advised strengths are chosen locally, recommended 4-8	<b>Ability</b>	<b>Experience</b>	<b>Technical</b>
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Changing and Improving				
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Delivering at Pace				