

## Group Profile: Business Administrator Band 3

**Document Ref.** HMPPS\_OR\_T\_15\_GP\_ Business Administrator\_v8.0

**Document Type** Management

Version 8.0
Classification Official
Date of Issue 03.06.19
Status Baselined

Produced by Head of Group
Authorised by Reward Team

JD Evidence

## **Group Profile**

Group Profile Name	Business Administrator		
Organisation Level	<b>Delivery</b> - 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 a frontline staff by undertaking transactional work in a particular area.  The job holder is expected to be competent in their area of work, any spec 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 their area of work.  This role has no line management responsibilities.					
Characteristics	<ul> <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 (SDI's)</li> <li>Act as secretary to meetings as required including organising agenda, taking, distributing minutes and action points</li> </ul>					
	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     Dusiness Administrator: Foundation					
	<ul> <li>Business Administrator : Equality</li> <li>Business Administrator : Estates</li> </ul>					
	Business Administrator : Estates     Business Administrator : Management Coordinator					
	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: Security Intelligence Collator  Business Administrator: Substance Misuse and Drug Strategy  Business Administrator: Healthcare  Business Administrator: Observation, Categorisation and Allocation (OCA)  Business Administrator: Observation, Categorisation and Allocation (OCA)  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: Safer Custody Benchmark  Business Administrator: Safer Custody Benchmark  Business Administrator: OMU Benchmark  Business Administrator: Regional Admin Support (North East)  Business Administrator: Regime Development  Minimum Eligibility  4 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 (where specified in Wales) Welsh		Business Administrator : Safer Custody					
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: Regional Admin Support (North East) Business Administrator: Regional Admin Support (North East) 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/ An ability to fulfil all spoken aspects of the role with confidence through the medium		· ·					
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: 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/ An ability to fulfil all spoken aspects of the role with confidence through the medium		· -					
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: 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/ An ability to fulfil all spoken aspects of the role with confidence through the medium							
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: OMU Benchmark Business Administrator: Regional Admin Support (North East) 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.  Besential Skills/Qualifications/ Accreditation/ An ability to fulfil all spoken aspects of the role with confidence through the medium							
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: Equality Benchmark Business Administrator: 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/ An ability to fulfil all spoken aspects of the role with confidence through the medium							
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/  An ability to fulfil all spoken aspects of the role with confidence through the medium		·					
<ul> <li>Business Administrator: Regional Estates Team</li> <li>Business Administrator: Safe Decent and Secure Benchmark</li> <li>Business Administrator: Equality Benchmark</li> <li>Business Administrator: Safer Custody Benchmark</li> <li>Business Administrator: Resettlement Worker Benchmark</li> <li>Business Administrator: OMU Benchmark</li> <li>Business Administrator: Regional Admin Support (North East)</li> <li>Business Administrator: Regime Development</li> </ul> Minimum Eligibility <ul> <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 considers to be racist.</li> </ul> Essential Skills/ Qualifications/ An ability to fulfil all spoken aspects of the role with confidence through the medium		· ·					
<ul> <li>Business Administrator: Regional Estates Team</li> <li>Business Administrator: Safe Decent and Secure Benchmark</li> <li>Business Administrator: Equality Benchmark</li> <li>Business Administrator: Safer Custody Benchmark</li> <li>Business Administrator: Resettlement Worker Benchmark</li> <li>Business Administrator: OMU Benchmark</li> <li>Business Administrator: Regional Admin Support (North East)</li> <li>Business Administrator: Regime Development</li> </ul> Minimum Eligibility <ul> <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 considers to be racist.</li> </ul> Essential Skills/ Qualifications/ An ability to fulfil all spoken aspects of the role with confidence through the medium		Business Administrator: Regional Admin support Wales					
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/ An ability to fulfil all spoken aspects of the role with confidence through the medium		Business Administrator: Regional Estates Team					
<ul> <li>Business Administrator: Safer Custody Benchmark</li> <li>Business Administrator: Resettlement Worker Benchmark</li> <li>Business Administrator: OMU Benchmark</li> <li>Business Administrator: Regional Admin Support (North East)</li> <li>Business Administrator: Regime Development</li> </ul> Minimum Eligibility <ul> <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 considers to be racist.</li> </ul> Essential Skills/ Qualifications/ Accreditation/ An ability to fulfil all spoken aspects of the role with confidence through the medium		Business Administrator: Safe Decent and Secure Benchmark					
<ul> <li>Business Administrator: Safer Custody Benchmark</li> <li>Business Administrator: Resettlement Worker Benchmark</li> <li>Business Administrator: OMU Benchmark</li> <li>Business Administrator: Regional Admin Support (North East)</li> <li>Business Administrator: Regime Development</li> </ul> Minimum Eligibility <ul> <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 considers to be racist.</li> </ul> Essential Skills/ Qualifications/ Accreditation/ An ability to fulfil all spoken aspects of the role with confidence through the medium		Business Administrator: Equality Benchmark					
<ul> <li>Business Administrator: OMU Benchmark</li> <li>Business Administrator: Regional Admin Support (North East)</li> <li>Business Administrator: Regime Development</li> </ul> Minimum Eligibility <ul> <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 considers to be racist.</li> </ul> Essential Skills/ Qualifications/ <ul> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium</li> </ul>							
<ul> <li>Business Administrator: Regional Admin Support (North East)</li> <li>Business Administrator: Regime Development</li> <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 considers to be racist.</li> <li>Essential Skills/ Qualifications/</li> <li>Accreditation/</li> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium</li> </ul>		Business Administrator: Resettlement Worker Benchmark					
Business Administrator: Regime Development  • 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/  An ability to fulfil all spoken aspects of the role with confidence through the medium		Business Administrator: OMU Benchmark					
Business Administrator: Regime Development  • 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/  An ability to fulfil all spoken aspects of the role with confidence through the medium		Business Administrator: Regional Admin Support (North East)					
<ul> <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 considers to be racist.</li> <li>Essential Skills/ Qualifications/ Accreditation/</li> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium</li> </ul>							
<ul> <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 considers to be racist.</li> <li>Essential Skills/ Qualifications/ Accreditation/</li> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium</li> </ul>							
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/  An ability to fulfil all spoken aspects of the role with confidence through the medium	Minimum Eligibility	All candidates are subject to security and identity checks prior to taking up post.					
<ul> <li>HMPPS.</li> <li>All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.</li> <li>Essential Skills/ Qualifications/ Accreditation/</li> <li>Job holders must complete specific training in their specialism once they take up post.</li> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium</li> </ul>							
<ul> <li>All staff are required to declare whether they are a member of a group or organisation which HMPPS considers to be racist.</li> <li>Essential Skills/ Qualifications/ Accreditation/</li> <li>Job holders must complete specific training in their specialism once they take up post.</li> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium</li> </ul>		•					
organisation which HMPPS considers to be racist.  Essential Skills/ Qualifications/ Accreditation/  An ability to fulfil all spoken aspects of the role with confidence through the medium							
Essential Skills/ Qualifications/ Accreditation/  An ability to fulfil all spoken aspects of the role with confidence through the medium		All staff are required to declare whether they are a member of a group or					
Qualifications/Accreditation/An ability to fulfil all spoken aspects of the role with confidence through the medium		,					
Qualifications/Accreditation/An ability to fulfil all spoken aspects of the role with confidence through the medium							
Accreditation/ An ability to fulfil all spoken aspects of the role with confidence through the medium	Essential Skills/	Job holders must complete specific training in their specialism once they take up post.					
	Qualifications/						
Registration of English or (where specified in Wales) Welsh	Accreditation/	An ability to fulfil all spoken aspects of the role with confidence through the medium					
	Registration	of English or (where specified in Wales) Welsh					

Hours of Work and Allowances	37 hour working week

Behaviours	<ul> <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>				
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					

## **Success Profile**

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				