**justice services**

JoB description

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| --- | --- | --- | --- |
| Position Title | General Administrator  | Department | Dependant on role |
| Generic Job Title | Administrator  | Segment | SJS |
| Team Band | Unbanded | Location | HMP Peterborough |
| Reports to | Line Manager (dependant on role) | Office / Unit name | HMP Peterborough |

## ORGANISATION StRUCTURE

Line Manager (Dependant on role)

Administrator

Head of Talent

#### Job Purpose

Provide general administration support across a number of areas within the business performing a variety of duties to ensure the smooth running of the function and providing a service to the prison.

#### Accountabilities

* Maintain all appropriate records and documentation.
* Assist in the production of management information, regular reports, establish trends and patterns from information received.
* Monitor and oversee all filing and ensure that record systems are kept up-to-date and stored securely.
* Responsible for all administrative duties as required by the Manager, ensuring the function is run efficiently and cost effectively when performing work as required and planned.
* To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison.
* Build relationships with key internal and external stakeholders.
* Any other additional accountabilities for your role (see attached accountabilities)

#### Key Performance Indicators (KPIs)

* Administration actions will be completed accurately and in a timely way and will satisfy all appropriate audit requirements
* Team members will be supported effectively.
* Management information provided accurately and within specified deadlines.
* All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
* To work in accordance with all Sodexo policies and procedures

#### Dimensions

|  |  |
| --- | --- |
| ***Financial*** |  |
| ***Other*** |  |

#### Skills, Knowledge, Experience and Competencies

**Essential**

* Experience working in a similar environment or role
* Able to operate relevant IT applications
* Experience of working under pressure and to deadlines
* Able to manage competing work priorities

**Desirable**

* Health, social welfare or voluntary sector experience
* Knowledge of the English legal system

**Competencies**

* Working with others
* Planning and organising
* Resilience
* Continuous improvement
* Results orientated

#### Contextual or other information

* You may be required to work in an alternative administration role time to time.
* You will be required to participate in staff rotation.
* Attend any training as and when required.

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| Version |  | Date |  |
| Document owner |  |

#### Accountabilities

**Workforce Planning Administrator**

* Prepare daily detail sheets and circulate to all areas to ensure adequate provision of staff cover for operational needs.
* Prepare annual leave sheets for operational staff
* Update the sickness absence of employees and provide relevant managers with the necessary information ensuring that any identifiable action is brought to the attention of the HR Business Partner.
* Communicate with operational units, both face to face and over the telephone, to ensure appropriate cover provided.
* Maintain a system for the effective allocation/monitoring of operational staffs leave/TOIL.
* Collate and prepare monitoring information for monthly reports.
* Operate the IT functionality in use to manage staff detailing.