Job Description: Administrator

Function:	Administrator
Position:	**Administrator**
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Altcourse

## 1. Purpose of the Job – State concisely the aim of the job.

- Maintaining prisoner core files following Court appearances to ensure release on the correct day, timely production at Court and appropriate preparations for release are made.
- Other administrative processes are maintained (HDC, Complaints, Parole, recall)

2. Dimensions – Point out the main figures / indicators to give some insight on the "volumes" managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc						
		Net income growth:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Cash conversion:	tbc						

Characteristics	▪ Add point

3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.

Team Leader

Administrator
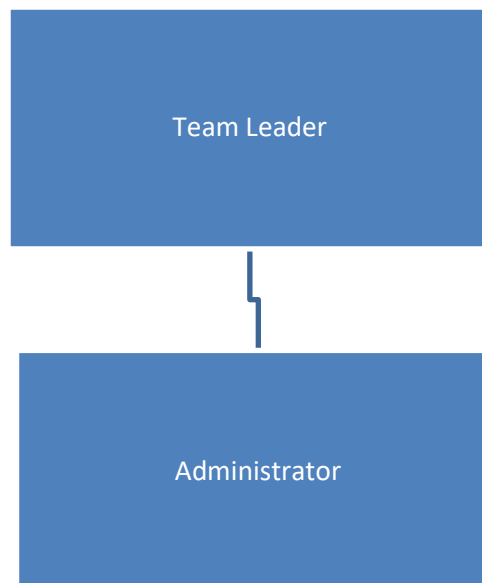
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4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- To update resident case files and HMPS NOMIS system.
- Check validity of warrants and action as appropriate, calculate fine pay outs.
- Calculate release dates in accordance with HMPS guidelines
- To act as the crown court calendar clerk.
- To administratively support other processes within the Custody Offices remit (HDC, Parole, recall, complaints)
- To ensure residents are released on the correct date with the appropriate provisions made.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Providing administration support with a focus on the preparation and maintenance of files to ensure all residents are held and released legally
- Keeping information stored safely and safeguarding against incidents of information security breach.
- Be able to deal with the public and other agents of the Criminal Justice system in a calm effective manner.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Check validity of warrants and action as appropriate, calculate fine pay outs.
- Calculate release dates in accordance with HMPS guidelines
- To ensure residents are released on the correct date with the appropriate provisions made.
- To ensure residents attend Court on the correct day.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Ability to work as part of a pro-active and busy team.
- Excellent attention to detail.
- Enthusiasm to learn and continuously develop.
- To participate in training as required.
- Good personal organisation skills.
- Good listening and communication skills.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

■ Growth, Client & Customer Satisfaction / Quality of Services provided	■ Leadership & People Management
■ Rigorous management of results	■ Innovation and Change
■ Brand Notoriety	■ Business Consulting
■ Commercial Awareness	■ HR Service Delivery
■ Employee Engagement	
■ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			