Job Description:
Safer Custody Administrator

Function:	Safer Custody
Position:	Safer Custody Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	SPCO Safer Custody
Additional reporting line to:	TBC
Position location:	HMP Addiewell

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

To provide general administration support to the SPCO Safer Custody, Violence Reduction Manager, Addictions and Recovery Manager and Safety & Risk Manager with a focus on compiling monthly statistics for Self-harm, Suicide Prevention and Violence Reduction and Addiction Recovery, intervention, pathways, near misses and accidents. The Safer Custody Administrator will also work in partnership with the Intelligence Management Unit to prepare statistics and report on any incident's relation to safety, violence, and addiction.

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

• To assist in the management and implementation of the Talk to Me, Violence Reduction and Addiction and Recovery strategies.
• To manage administrative work and filing, including drafting responses to written communication (applications, prisoner's complaints and internal/external correspondence including assisting with the completion of DIPLAR documentation)
• To assist with self-audit processes in relation to Safer Custody, Violence Reduction, and Addictions Recovery.
• Minute taking at Safer Custody (SIM) and other meetings where appropriate.
• Supporting the SPCO Safer Custody, Violence Reduction Manager and the Addictions and Recovery Manager compile monthly statistics for the Director/SLT, ensuring all data on PR2 is accurate and updated accordingly and arranging monthly/quarterly meetings where required.

3. 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.

- Establishing trends and patterns from information received. Assist the Intelligence Management Unit to analyse complex data sets with a view to producing and communicating management reports.
- To assist the SPCO Safer Custody, Violence Reduction Manager and the Addictions and Recovery Manager to Identify improvements and in safer custody procedures and areas of high risk.
- Ensure all procedures follow national guidelines and local policy.
- Maintain all safer custody, Violence and Addictions databases and networks effectively.
- Ensure that relevant information is passed appropriately to line management.
- Collating and maintaining near miss information
- Collating and maintaining accident information
- Work with Safety & Risk Manager on trends analysis and provide administrative support to the function

4. 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.

- TBC
- TBC

5. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

Essential
- Ability to work on own initiative in a highly confidential environment.
- Ability to demonstrate good administrative skills and to be able to cope with the high volume of information received.
- Have good analytical and problem-solving skills.
- Have excellent team working skills.
- Drive and determination.
- Be confident in using Microsoft Word, Excell, PowerPoint etc.

Desirable
- Have experience in using business objects.

7. Organization chart – Indicate schematically the position of the job within the organization. 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.

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                        │   Director   │
                        └──────┬───────┘
                               │
                        ┌──────┴───────┐
                        │Deputy Director│
                        │  Operations  │
                        └──────┬───────┘
              ┌────────────────┼────────────────┐
      ┌───────┴──────┐  ┌──────┴───────┐  ┌──────┴───────┐
      │ SPCO Safer   │  │  Violence    │  │ Addictions and│
      │   Custody    │  │  Reduction   │  │Recovery Manager│
      └──────────────┘  │  Manager     │  └──────────────┘
                        └──────┬───────┘
                        ┌──────┴───────┐
                        │Safer Custody │
                        │Administrator │
                        └──────────────┘
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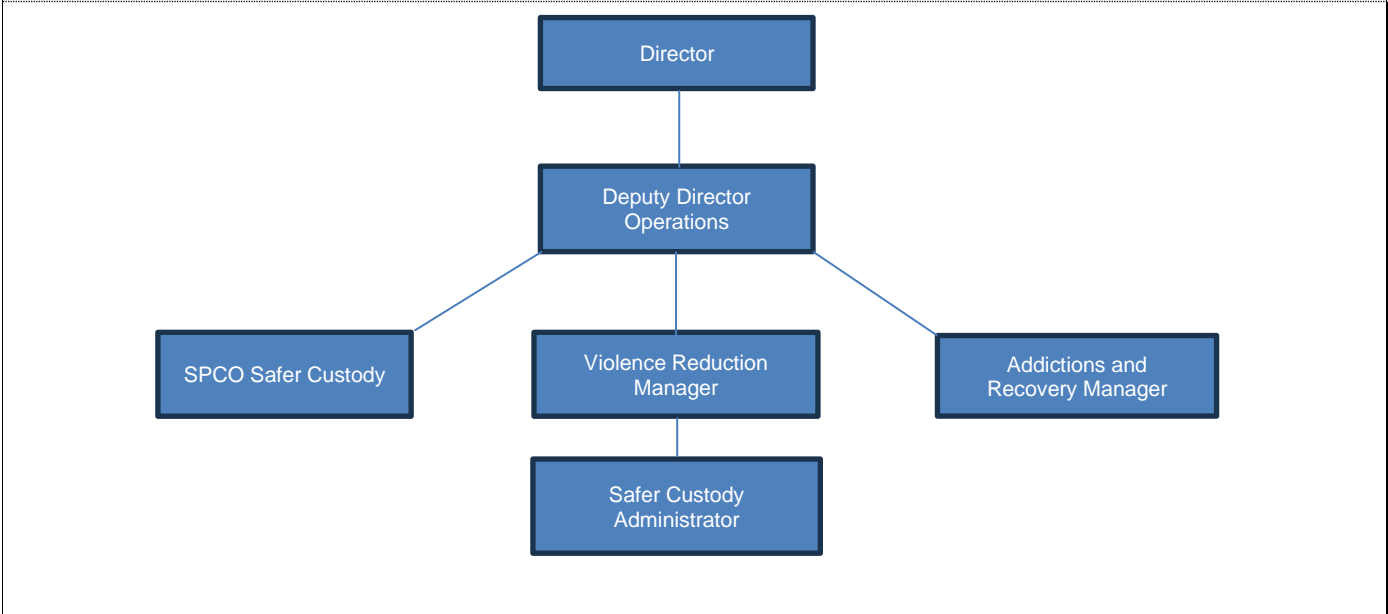
Received:

Date: Date:

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Job holder   Immediate Manager