

Job Description:
ID & Bank Accounts Administrator

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| Function: | SODEXO JUSTICE SERVICES – HMP PETERBOROUGH |
| Job:  | Business Admin  |
| Position:  | ID & Bank accounts |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Prison Employment Lead |
| Additional reporting line to: |  |
| Position location: | HMP PETERBOROUGH |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| The job holder will provide administrative support for the pathways and assist in reducing reoffending by prisoners through the provision of opportunities from reception to release. The job holder will be based within the Employment Hubs and report to the Prison Employment Lead. |
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| 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 FY: | €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
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Draft. Version: 27-03-2014

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| 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. |
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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. |
| Help prepare prisoners to take up Release on Temporary Licence work placements and prison leavers take up employment on release. This will include through delivering the Prisoner Banking Programme and ID programme; and supporting colleagues to match job vacancies with potential candidates. Duties will involve: * Assessing the need of prisoners who require ID and/or a basic bank account and keeping records as per approved templates.
* Supporting prisoners with applications via the Prisoner Banking Programme and ID programme. This includes following the relevant procedures, managing enquiries, and acting as the Single Point Of Contact for applicants and programme partners.
* Using approved templates to maintain financial records as necessary, collect relevant management information and report on these as required.
* Supporting Prison Employment Leads in their capacity to identify and match candidates to job opportunities
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| Undertake a share of the transactional activity associated with the Activity Hub. This includes processing most or all of the following categories of paperwork and inputting data ready for checking and onward transmission by the Hub Manager * Pathways
* Student applications
* Resettlement pathway contracts
* Regime Monitoring
* Activity Board
* Management Information Systems
* Education Provision
* Activity/Labour Allocation
* Library activities

Promote the work of the Unit and provide opportunities for prisoners by helping to arrange and contributing towards: * Job club
* Exit interviews
* Housing Clinics
* Induction Assessments

Undertake other administrative tasks including:* Organise, produce and maintain accurate records for area of work
* Act as contact point for all communications to the team. Prioritise and distribute communications to the appropriate person or relevant department in establishment
* Complete monitoring returns for area of work
* Input requisitions on to the finance database and process requisitions for defined area of work
* Co-ordinate any awareness sessions for area of work
* Prepare paperwork for checking by manager, conducting initial checks as required
* Correspond with relevant stakeholders and agencies to ensure that they are aware of information so that information is adequately shared
* Maintain and check establishment databases, manual filing systems and logs of information, responding within agreed timescales and producing reports as required
* Collate information relating to relevant Service Delivery Indicators (SDI’s)
* Act as secretary to meetings as required including organising agenda, taking and , distributing minutes and action points

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 within this area of work. |

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| 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. |
| * Improve Employment outcomes for prisoners being released.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Experience of working across stakeholder groups and Other Government Departments and excellent influencing skills, showing the ability to deal effectively with conflict and deliver objectives.
* Has previous experience/understanding of recruitment processes/legislation

(desirable).* Ability to work in partnership with NFN Managers, communicating strategy and priorities to providers and stakeholders.
* Strong written and excellent verbal and non-verbal communication skills.
* Strong team building and working skills.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Resourcefulness
* Being resilient
* Communicates effectively
* Drives results
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| 9. Management Approval – To be completed by document owner |
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| Version | 01 | Date | 25.05.2022 |
| Document Owner | W Peters |

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