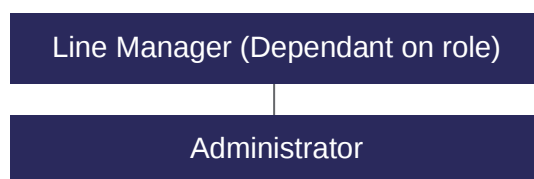


JOB DESCRIPTION

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



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.

Version		Date	
Document owner			

Accountabilities

Compliance Auditor

- Contribute to the development of, and carry out allocated tasks arising for a risk based self audit process and develop procedures based on the Contract, current legislation and all appropriate Prison Service Orders.
- Abide by the Corporate strategic directions, Contract Delivery Indicators, MoJ/NOMS service specifications and all appropriate Regulations and Health and Safety Policies.
- Collate data from the prison Management Team on the performance of the Prison against the Contract.
- Analyse the data and provide a commentary for the Compliance and Senior Management Team identifying all potential problems and issues.
- Contribute to assessing the impact on the prison of any changes to the Contract or MOJ policy and procedures in discussion with the Compliance Manager.
- To maintain the system to develop the Local Operating Procedures and to co-ordinate the review/alteration/amendment process.
- Co-ordinate all external an independent audits.
- Provide reports and a detailed analysis of the key performance targets.
- Coordinate contractual reporting for the Compliance Team.
- Manage and coordinate allocation and responses to Correspondence.
- Manage the prisoner Request & Complaint system.

General Administrator

- Deal with all correspondence in/out of the department and distribute to relevant staff/department.
- Input and assist with all typed correspondence including letters, spreadsheets and emails and use any other databases as required.
- Assist with photocopying, faxing, filing within the department.
- Maintain confidentiality at all times.
- Liaise with employees and members of the public in a polite, confident and friendly manner.
- Answer and make phone calls within the department in a polite, confident and friendly manner.
- Assist with all administration duties as and when required.

Industries Analyst

- Ensure prisoner numbers in work are at the required level through controlling allocation to work
- Collate data in relation to attendance and hours worked and monitor performance against contractual requirements
- Process orders for supplies and stock required for prison industries.
- Control logistics of raw materials and finished goods in tune with delivery and collection.
- Check deliveries into industries stores.

Details Admin

- 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.

Finance Administrator

- Record all transactions on CMS accurately and in a timely manner.
- Ensure all monies are processed and recorded accurately.
- Process all receptions monies on arrival.
- Use of PNOMIS to transfer prisoners into prison.
- Input loans on to the CMS.
- Process received cheques from other prisons.
- Create and maintain PIN phone accounts including inter-prison phonecalls and foreign national.
- Prepare all discharge monies on prisoner release.
- Raise cheques to be forwarded to other prisons.
- Repay loans and advances on CMS.
- Process and respond to any complaints and applications.
- Ensure swift and timely resolution to all finance related queries.
- Maintain valuables and cash records and safeguarding valuables & cash through robust control system & reconciliation process.
- Support Deputy Business Manager with processing of hotel and travel requests, Stocktake Audits, Petty cash and expenses, reconciling purchase orders and vendor invoices.
- Provide support to team members and flexibility to adapt to any other duties that may be deemed appropriate to this role.

FINANCE PO Raiser

- Process authorised Purchase order requests onto SAP
- Process goods receipt when items received (liaison with other departments)
- Maintain framework Purchase Order's ensuring invoicing up to date
- Deal with invoice queries liaising with the relevant departments
- Investigate any ON STOP accounts
- Chase up suppliers for statements/copy invoices

HR Admin

- Administration of recruitment for internal and external applications including arranging interviews and liaising with People Centre,
- Administration of security forms for new starters.
- Recording and monitoring of absence (sickness, annual leave, compassionate leave, etc).
- Assist with scheduling and preparation of training materials.
- Monitoring and recording all training related data including attendance records and results.
- Note taking responsibilities during one to one staff consultation meetings during mobilisation transition stages.
- Coordinate and administer in-house and external training, including scheduling and providing pre and post course documentation.
- Develop and maintain accurate records of all training taking place within the facility using established HR IT systems providing regular reports.
- Provide support to managers and employees with queries.
- Ensure paperwork is held and destroyed according to Data Protection regulations.

Offender Admin

- Calculation of ADA's following adjudications.
- Calculation of fine payouts.
- Calculation of release dates.
- Check validity of Prisoners warrants.

- Coordinate all reports for Lifer prisoners as required.
- Coordinate the OCA process in liaison with key departments across the prison.
- Deal with Home Office and Police Productions.
- Effectively manage the parole process in line with PSO 6000 and Home Detention Curfew process in line with PSO 6700.
- Ensure secure storage of Prisoners Records and Warrants including efficient archive and retrieval systems.
- Ensure that all in scope offenders are identified. Ensure that all information is stored accurately, updated when required and made available to those who require it in a timely manner.
- Ensure the timely release of bailed Prisoners.
- Enter and/or amend all Prisoners details on CMS & LIDS.
- Liaise with Offender Manager's/Supervisors both within the prison and in the community.
- Liaise with staff at courts.
- Maintain and process documents to be served on Prisoners and appeal documents.
- Part of a multi-tasked administrative team, to provide a service to the prison as a whole. This will include providing cover for other areas of administration where requested.
- Process Lodge Warrants.

Custody

- Keep records updated
- Checking of court warrants
- Identification of Foreign national Offenders
- Completion of release paper work
- Complete Sentence calculations
- Reply to routine queries from internal departments and external agencies
- Liaise with external agencies and internal departments on a daily basis
- Clear, concise and accurate written skills, with high level communication skills.
- Able to deal with confidential and highly sensitive information.
- Good organisational skills with ability to prioritise work
- Good interpersonal skills
- Good IT knowledge
- Ability to manage own work load / Team player

Performance

- Process Information Access Requests (IARs)
- Co-ordinate and support the Independent Monitoring Board in line with SLA
- Have a knowledge of how to input and check daily data relating to Incident Reporting System (IRS)
- Have a knowledge of how to input and check daily data on Schedule I
- Upload and check monthly data in to the NOMs Hub
- Process and check weekly Regime data
- Complete Schedule F database as required
- Process Adjudication Appeals
- Have a knowledge of how to check daily Population Figures
- Be responsible for maintaining the archive system and destruction of files

Key-Worker

- On a daily basis check for new receptions and update discharges
- Allocate caseloads to Key workers
- Ensure all records are kept up to date
- Liaise with various departments with the establishment
- Keep a log of staff off long term and reallocate caseloads
- Provide support to Key worker project lead and Key worker champions
- Monitor number of Key worker sessions taking place

Intelligence Analysts

- Establish trends and patterns from information received.
- Identify any weakness in security procedures and areas of high risk.
- Implement the prisons Intelligence Management Framework.
- Ensure all procedures follow national guidelines and local policy.
- Maintain all Intelligence data bases and networks effectively.
- Ensure that relevant information is passed appropriately to line management.
- Enter intelligence onto data fields correctly, making interrogation straightforward and accessible.
- Produce charts with all relevant intelligence data.
- Attend meetings with senior personnel and discuss complex data and information.

Security Admin

- Manage prisoner pin phone requests.
- Conduct routine and random monitoring on telephone calls made by prisoners, as authorised.
- Abide by the Safeguards Document issued by IOCCO.
- Collate statistics and prepare reports as required when authorisations are reviews.
- Maintain accurate records of calls intercepted.
- Contribute to the Security Intelligence Cycle as appropriate.
- Part of a multi-tasked administrative team to provide a service to the prison as a whole.
- Maintain and administer local security systems and processes
- Administer the local security strategy
- Support the preparation of incidents and other unit specific reports.

Stores Admin

- Covers OSO duties when on leave or sick (includes deliveries/collections to house blocks, pulling HB orders making up bedding packs.
- Covers Senior Stores Administrator duties when on leave or sick, mainly confined to stock reordering and responsible for supervising OSO's daily duties. Answers queries with knowledge gained within department.
- Ensures stores tools numbers are correct and checklists are submitted weekly and on time.
- Unloads vehicles and will use fork lift truck when and where required.
- Arranges external deliveries/collections with couriers when required.
- Deals with prisoner clothing applications and details recorded onto Excel.
- Sources new materials when required.
- Logging daily stock movements to departments on stores spreadsheets
- SAP for raising Purchase Requisitions, Purchase Orders, Receiving goods, expediting
- orders and investigating causes of late invoice payments by means of SAP parked invoice module. Cycle counting to ensure stock levels are correct, and investigates discrepancies.
- Liaises with PHS waste disposal to organize site visits, and escorts PHS personnel when on site.
- Assist in the production of management information, regular reports, establish trends and patterns from information received.
- To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison.

Catering Admin

- Ordering of food for kitchens and Vita Nova's and completing of PO's
- Communicating with suppliers on deliveries and if stock has not arrived
- Checking of deliveries that the correct items have arrived
- Completing stock takes

- Use of Bass ware for ordering
- Working with the catering manager on making efficiencies

Programmes Facilitator

- Have an interest in group work delivery.
- Have an interest in working with people who have cognitive distortions for the purpose of Resettlement and Recovery.
- Prepare for and deliver sessions for Programmes.
- Assist in the administration and development of the Programme qualitative process.
- Liaise with OMU & Recovery Team staff in the management of residents.
- Contribute to the wider resettlement and recovery agenda.
- Contribute to the programme delivery strategy.
- Contribute to the development of pro social goals leading to a crime and substance free life.
- Develop Programmes in line with Audit and contractual requirements.
- Good administrative and organisational skills.
- Vocational competencies around offending behaviour.
- Good communication and interpersonal skills.
- Ability to use initiative and work autonomously.
- Knowledge of the differing treatment models and services available to residents

Prison Offender Manager (POM)

- Initial interview, risk and needs assessment of new receptions into custody
- Completion of OASys assessments, BCST 1, sentence plans and IOCCO assessments
- Gathering information on residents by liaising with internal and external agencies
- Supporting external Probation Officers in the management of residents
- Supporting CRCs in the management of residents
- Completion of parole reports, MAPPA reports and categorisation recommendations
- Conducting ROTL risk assessments
- Formulating goals and targets for residents to reduce risk
- Good oral and written communication skills
- Positive relationships with colleagues across the prison
- The ability and enthusiasm to promote change and motivate residents
- Good interpersonal skills
- Proficiency in the use of IT including Microsoft Word, NOMIS and Excel
- Commitment to personal development and ability to adapt to change
- The ability to manage, organise and prioritise workloads

Equality, Diversity & Inclusion (ED&I)

- compiling data e.g the complaint logs, transgender logs
- collecting the DIRFs and logging them
- liaising with case investigators.
- Establish trends and patterns from information received.
- Good interpersonal skills
- Good IT knowledge
- Ability to manage own work load / Team player