Job Description:
IOMU Custody Administrator

Function:	Integrated Offender Management Unit
Position:	**IOMU Custody Administrator**
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Custody Team Leader
Additional reporting line to:	Rehabilitative Services Manager
Position location:	Open Admin Office

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

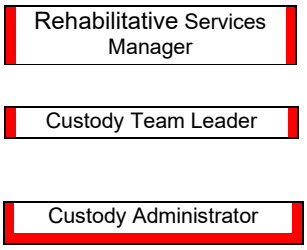
The Integrated Offender Manager Unit (IOMU) sits at the very heart of Bronzefield – providing comprehensive administrative support to assist operational colleagues as they ensure that prisoners have a comprehensive and purposeful support plan throughout their sentence and beyond. The Administrator will be a key contact point for many colleagues

- To ensure the correct and timely calculation of sentences in accordance with the PSI
- To ensure the correct release of residents with appropriate reporting instructions
- Oversee the Parole process and deal with residents who have been recalled.
- To ensure correct production for court appearance
- Identify and notify the home office of all Foreign National offenders

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.

- HMIP Expectations
- Internal and external Audit
- Sodexo Justice Services reputation
- Brand awareness

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.



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.

- Strong computer skills – especially with Microsoft Office
- Experience of managing deadlines and diaries
- Ability to prioritise workload
- Exposure to dealing with external partners or suppliers
- Used to working in an environment where adherence to processes and procedures is essential
- Security Awareness Complete sentence calculations timely and accurately in accordance with the PSI.
- To ensure the correct release of residents
- To ensure Residents are produced to court or appearance by court video link.
- Ability to communicate effectively at all levels Externally and Internally.

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

- Administrative duties including file management, supporting colleagues, answering telephone and written queries and making sure IOMU complies with policies and procedures

- Supporting Caseworker / Offender Management teams – internally and in the community
- Liaising with external service providers and agencies including Probation Service, Courts and Social Services
- To collate information for Sentence Planning Boards, Release on Temporary Licence and Home Detention Curfew
- To minute take for meetings when requested
- Assist Manager and Team Leader as required
- Complete sentence calculations New, Transfers Recalls & Civil & Confiscation orders.
- Immediate releases from Court and the Establishment as well as planned releases
- Identify Foreign National offenders
- Discharge processes including production of licences and release paperwork
- Updating and maintain computer systems.
- Court bookings productions and video links.
- Parole Process oral hearings and collation of dossier and co-ordination of all parties.
- Adjudications additional days added and remission
- Checking paperwork including warrants and verifying as required.
- Dealing with post e-mails and complaints
- Pre-release checks including calculation checks and submission or pre-release documentation to probation and immigration

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.

- Positive role model
- HMIP Positive Indicator
- Continuous improvement
- Embracing Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress

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

- Good personal organisation skills
- Good listening and communication skills
- Attention to detail
- A Strong Customer Service ethos
- Team Player
- Reliability
- Willing to attend training when required

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

- Rigorous Management of Results
- Innovation and Change
- Growth, Client & Customer Satisfaction / Quality of Services Provided
- Brand Notoriety

9. Management Approval – To be completed by document owner

Version	001	Date	02/02/2021
Document Owner	Karmen Russell		

10. Employee Approval – To be completed by employee

Employee Name		Date	