

Job Description: Compliance Auditor

Function:	To provide internal audit and administration support to the running of the Business Intelligence Unit at HMP Addiewell.
Job:	Business Intelligence Administrator
Position:	Business Intelligence Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Business Intelligence Manager
Additional reporting line to:	Director
Position location:	HMP Addiewell

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

To provide administrative support to the business intelligence department.

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.

Business Intelligence Manager



BIU administrator

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.

- Must adhere to prison security procedures at all times
- Must adhere to contract and regulations therein
- Must be able to accurately review information provided and make decisions
- Must be able to work to legislative deadlines

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

- On-going accurate maintenance of tracking spreadsheets
- Reviewing and processing of written complaints
- Issuing investigations on a rota basis
- Drafting official letters using details of investigation outcomes
- Resolution of phone and email queries
- Archive management
- Minute taking
- Cover during times of absence within the department.
- Adhoc administration duties
- Any other duties that contribute to the effective running of the establishment

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.

- Tracking systems are updated daily.
- Very high level of information recording accuracy.
- Adherence to legislative timescales.
- Information provided to stakeholders as required.

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

Essential

- Must be highly organized whilst maintaining excellent attention to detail.
- Excellent time management skills.
- Ability to work on own initiative.
- High proficiency with MS Office packages, specifically Excel.
- Excellent written and verbal communication
- Able to multi-task.
- Excellent communication skills.
- Educated to National 5 level in Mathematics and English or equivalent.
- A team player with flexible approach to changes in workload and procedures

Desirable

- Knowledge of GDPR, SAR's and FOI's.
- Previous experience working in a similar environment.
- Willingness to take on the role of a fire warden or first aider
- Ability and willingness to learn new skills and absorb new information

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

Team spirit, service spirit, working with others

9. Management Approval – To be completed by document owner

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Document Owner			