

Job Description

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| Function: | Justice Services |
| Position: | Administrator - Visits |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Mark Millin |
| Additional reporting line to: |  |
| Position location: | Purple Visits, HMP Forest Bank |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| * To ensure the booking of all Domestic and Legal Visits are recorded and filed away accordingly * To ensure all visits lists are compiled and ready for distribution by 1700hrs Monday to Friday * To ensure all visiting orders are printed, collated and ready for issue on Friday afternoons | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * **To comply with security regulations at all times** * **To report any faults with the visits booking system immediately** * **To be aware with PSO4400 and update the booking system daily regarding any prisoner who is subject to PSO4400** * **To input all visitors information onto the booking system and DOB of any intended visitor under 18 years of age** * **You will be responsible for the booking of all legal visits.** * **Check the visits list at the end of each day to establish that there are no double bookings.** * **Ensure that the booking system is closed down at the end of each day.** * **Ensure that all filing is completed within a 24hr period.** * **Never disclose information regarding prisoners over the telephone to visitors** * **Ensure confidential waste is taken to stores for shredding.** * **Ensure compliance with H&S manual.** * **Maintain a high standard of professionalism at all times** * **To ensure all paperwork is completed and printed ready for the next working day.** * **Complete all purple risk assessments with all IG54, PS400 and DVC restrictions** * **Once approved, book purple visits and file relevant paperwork** * **Print and maintaining order of laptop authorization forms in visits and the gatehouse.** |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Requires excellent organizational skills and time management. * Must be aware or willing to learn about restrictions in a prison that keeps individuals safe. * Requires good interpersonal skills- due to dealing with external parties and professionals. |

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| 4. 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. |
| * **To become an integral part of the Visits team being responsible for a range of administration activities** * **Complete prisoner risk assessment purple visit** * **Liaise with OMU Department prisoner purple visit application** * **Allocate /confirm prisoner purple visit request** * **Allocate /confirm Legal representative visit request** |

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| 5. 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 | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Effective interpersonal skills. * Effective written and verbal communication skills. * Understanding of diversity issues and commitment to equality of opportunity. * Ability to establish and maintain professional working relationships. * Effective communication skills both written and oral. * Excellent organizational skills with the ability to work under pressure |

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| 2. 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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**Levels**

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|  | * The administrator will report to the Senior Prison Custody Officer on a daily basis |

Received:

Date:       Date:

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Job holder Immediate Manager