

Job Description:   
Administrator

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| Function: | Government UK&I - Justice | |
| Job: | Administrator | |
| Position: |  | |
| Job holder: |  | |
| Date (in job since): |  | |
| Immediate manager  (N+1 Job title and name): |  | |
| Additional reporting line to: |  | |
| Position location: | HMP Altcourse | |
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| 1. Purpose of the Job | | |
| |  | | --- | | * Be part of a multi-tasked administration team performing a variety of duties to ensure the smooth running of your allocated function within the prison. * Ability to work under pressure, paying attention to detail. * To have IT literacy skills including Word and Excel. | | | |
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| 2. Organisation chart |
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| **3. Context and main issues** |
| * Co-ordinate administrative activity within your allocated function; working closely with onsite managers and external parties to ensure high quality and standards. * Ensure rigorous adherence to relevant processes within your area. * Maintain and review all relevant records to support an effective and efficient service. * Support departmental reporting as required. |

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| 4. Main assignments |
| * To provide general administrative support to your relevant functional area including, but not limited to:   + Preparation and maintenance of key documents/files   + System data entry   + Liaison with outside agencies   + Responding to queries from colleagues and key stakeholders. * To deal with queries in a timely manner; ensuring good attention to detail to aid output and delivery within the department. * To correspond with key internal and external stakeholders on all administrative matters within your allocated function. * To assist with monthly reporting for your area; ensuring data is accurate and deadlines are met. * To carry out other miscellaneous duties as directed by the HMP Altcourse Management Team   \*\* This list is not exhaustive and other key assignments may be allocated to you by your line manager following function allocation |

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| 5. Person Specification |
| Essential   * Experience in a multi tasked, fast paced administrative role * Excellent organisational skills with the ability to work under pressure to meet deadlines * IT competent including Microsoft Word, Excel, Outlook and Teams * High level of confidentiality and discretion * Accuracy and attention to detail * Ability to work with different stakeholders and customers * Professionalism and resilience * Excellent interpersonal skills * Strong organisational skills and time management * The ability to pro-actively solve problems and offer solutions when faced with challenges   Desirable   * Previous experience of working within a prison setting * Experience with prison systems (i.e. NOMIS / CMS) |

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| 6. Competencies |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Innovation and Change | | * Rigorous management of results | * Collaboration | | * Commercial Awareness |  | |

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| 7. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version |  | Date |  | | Document Owner |  | | | |