

Job Description: Personal Assistant

Function:	Sodexo Justice Services
Job:	Personal Assistant
Position:	Personal Assistant
Job holder:	-
Date (in job since):	-
Immediate manager (N+1 Job title and name):	Director
Additional reporting line to:	Deputy Director
Position location:	HMP Peterborough

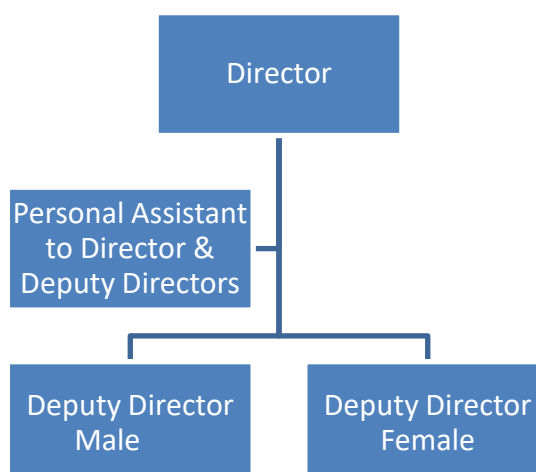
1. Purpose of the Job – State concisely the aim of the job.

- To provide exceptional PA support to the Prison Director

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			Outsourcing growth rate:	n/a	HR in Region	tbc	
		Net income growth:	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.



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.

- Communicate with the Senior Leadership Team, schedule meetings, and arrange agendas
- Liaise with clients and business guest
- Screen and direct phone calls and distribute correspondence

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

- Handling and responding to all correspondence including phone calls, emails, and letters
- Scheduling appointments for organising diary entries
- Setting reminders for meetings, appointment, and other important tasks
- Making travel and hotel arrangements
- Planning events including conferences, workshops, seminars, and other events
- Taking notes in meetings, preparing minutes, and distributing the final version to all participants
- Preparing expense reports
- Maintaining an effective, secure filing systems and any associated databases
- Liaising with other members employees and external parties
- Responsible for all administrative duties as required by the Prison Director, ensuring the function is run efficiently and cost effectively when performing work as required and planned
- To work closely and collaboratively with colleagues in other areas to ensure the safe and smooth running of the prison.
- Build relationships with key internal and external stakeholders
- To participate in training as required to keep up to date with all mandatory and refresher training
- Site vetting contact points

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.

- Ensure the Prison Directors & Deputy Directors administration requirements are met and exceeded where possible
- Ensure the smooth management of the Prison Directors diary and activities

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

- Able to proficiently operate relevant IT applications
- Experience of working under pressure and to deadlines
- Able to manage competing work priorities
- Excellent attention to detail and accuracy
- Excellent organisational and people management skills
- Be able to demonstrate excellent interpersonal skills
- Flexible approach
- Strong communication skills
- Committed to personal development
- Discretion, tact, diplomacy and confidentiality

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

- Collaborates
- Communicates Effectively
- Optimises Work Processes
- Customer Focus

9. Management Approval – To be completed by document owner

Version	1.0	Date	March 2023
Document Owner	Director, HMP Peterborough		