

Job Description:
Senior Administrator

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| Function: | Non-operational |
| Job:  | Senior Administrator |
| Position:  | Offender Management Unit (OMU) Manager |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Offender Management Services |
| Additional reporting line to: |  |
| Position location: | Offender Management Unit – HMP Northumberland |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To manage, promote and deliver all offender management processes and support the Head of Offender Management Services in delivering strategic priorities at HMP Northumberland in accordance with Company values and wider HMPPS directions.
* To manage a diverse team and overarching framework which ensures staff and agencies come together in a co-ordinated way to assess, support and manage offenders whose crimes cause most damage and harm.
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| 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
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| 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. |
| Head of Offender Management ServicesOffender Management Unit (OMU) ManagerCase Administrators |

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| **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. |
| * Manage the administrative case management function to ensure critical reception and discharge checks take place, including sentence calculations and public protection procedures, in accordance with published guidance.
* Ensure all prisoners subject to Public Protection procedures such as Safeguarding Children and Harassment are correctly identified and procedures followed in accordance with published guidance.
* Oversee the mandatory recording and processes of prisoners subject to orders including but not limited to Disqualification Orders and the Sexual Offenders Register.
* Manage the offender supervision function, outlined in OMiC to ensure systems and processes are conducted in accordance with published guidance and principles.
* Ensure OASys reports are completed and interventions are prioritised and reviewed according to risk.
* Actively promote a Whole Prison Approach to reduce risk and encourage desistance.
* Ensure information is captured and shared efficiently with staff and agencies as appropriate.
* Ensure that staff are appropriately trained and supervised to enable them to conduct their duties accurately.
* Manage and coordinate resources in order to prepare, support and coach the offender in order to facilitate the delivery of the sentence plan.
* Maintain effective systems to ensure procedures are followed and documents including reports relating to recall, parole, ROTL, OASys, licenses, appeals and sentence calculation is provided to prisoners efficiently and in accordance with guidance.
* Ensure secure storage of Prisoners Records and Warrants including efficient archive and retrieval systems.
* Part of a multi-tasked team to provide a service to the prison and company as a whole.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
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* Maintain effective systems to ensure procedures are followed and documents including reports relating to recall, parole, ROTL, OASys, licences, appeals and sentence calculation is provided to prisoners efficiently and in accordance with guidance.
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* Oversee the mandatory recording and processes of prisoners subject to orders including but not limited to Disqualification Orders and the Sexual Offenders Register.
* Manage the offender supervision function, outlined in OMiC to ensure systems and processes are conducted in accordance with published guidance and principles.
* Ensure that staff are appropriately trained and supervised to enable them to conduct their duties accurately.
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| 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. |
| * Manage the offender supervision function, outlined in OMiC to ensure systems and processes are conducted in accordance with published guidance and principles.
* Oversee the mandatory recording and processes of prisoners subject to orders including but not limited to Disqualification Orders and the Sexual Offenders Register.
* Manage and coordinate resources in order to prepare, support and coach the offender in order to facilitate the delivery of the sentence plan.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Essential*** Ability to lead and manage teams.
* Technical knowledge of relevant prison legislation, PSOs, PSIs, inspection and audit processes, as well the wider criminal justice system.
* Ability to think and act strategically.
* Able to prioritise resources and remain resilient in order to achieve establishment objectives as well as protect the public.
* Experience of responding to changes in policy and legislation effectively and efficiently.
* Ability to network effectively with a range of agencies and organisations.
* Commitment to Equality, Diversity & Inclusion.

**Desirable*** Experience of undertaking sentence calculations.
* Good understanding of Service Level Agreements.
* Understanding and awareness of commercial and contractual issues.
* Good understanding of HMIP Expectations relating to Offender Management.
* Experience of displaying discretion at all times and maintaining strict confidence in all sensitive matters.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Rigorous Management of Results
 | * Brand Notoriety
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| * Leadership and People Management
 | * Planning and Organising
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| * Analysis and Decision Making
 | * Innovation and Change
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| 9. Management Approval – To be completed by document owner |
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| Version | 1.0 | Date | 30th March 2022 |
| Document Owner | Clare Rule |

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