

Job Description: Administrator

Full time or Part time



Function:	Sodexo Justice Services
Position:	Administrator
Job holder:	Tanvir Hynes
Date (in job since):	February 2017
Immediate manager (N+1 Job title and name):	Paul Plunkett (Regimes Manager)
Additional reporting line to:	Tanvir Hynes (Head of Learning, Skills & Employment)
Position location:	HMP & YOI Bronzefield

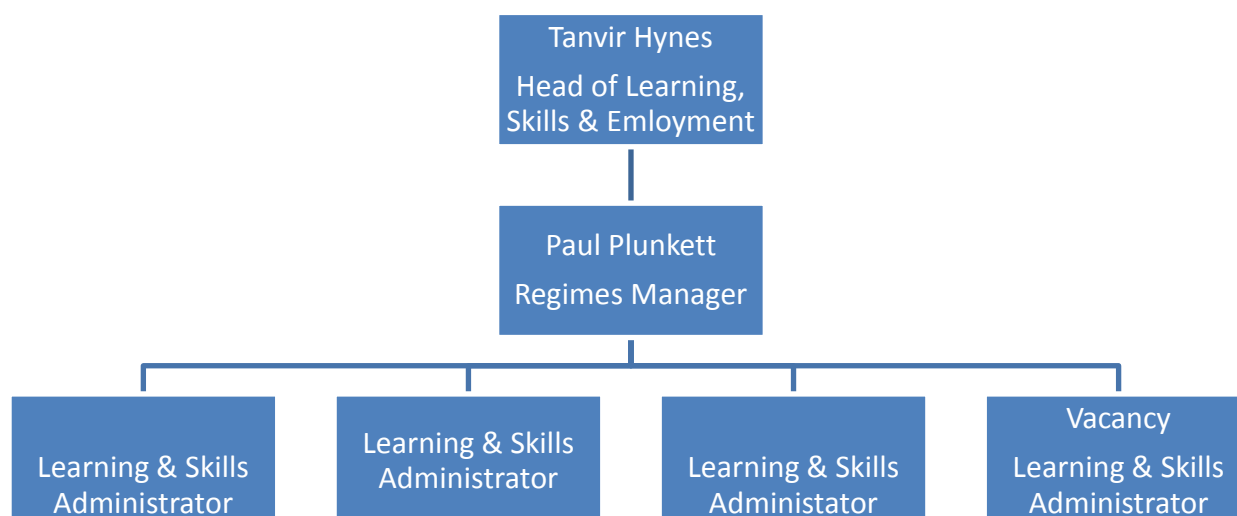
1. Purpose of the Job – State concisely the aim of the job.

- Provide general administration support across a number of Learning & Skills areas within the business performing a variety of duties to ensure the smooth running of the function and providing a service to the prison
- Actively recruit prisoners into job roles
- Support the Catering function by completing orders and general daily duties for half of the role
- Capture all regime data onto excel by liaising with all departments within the prison
- Produce weekly performance reports for the Senior Management Team

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.

- Allocate a maximum of 572 prisoners to appropriate Education and work placements
- Maintain an average Employment rate of 90%
- Collate, input and distribute purposeful activity reports targeted at 23 hours per prisoner per week
- Liaise regularly with other areas of the prison to ensure the needs of the prisoners are met

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.

- Abide by strict deadlines and have extensive knowledge of the impact of these
- Ability to prioritise workload in terms of security, safety and risk
- Manage high turnover of prisoners
- Keep up to date with any Policy changes, CMS updates and PSO requirements
- Monitor ongoing Performance and liaise with line managers

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

- Deal with any Employment queries
- Monitor Employment percentages
- Chair weekly Employment Boards
- Develop systems to improve functionality of Employment, Regime Monitoring and Applications
- Produce statistical reports and monthly quality assurance checks regarding available regime
- Regularly meet with work areas to discuss issues and update procedures
- Supporting the Catering facility by placing food orders, uploading menus, chasing absent residents, assisting with complaints
- Improve Employment Function: Induction process, weekly notices, collate information booklet, advertise vacancies on CMS, Notice Boards etc
- Recruit, allocate and manage the Peer Mentor Team
- Analyse statistical data and audit spot checks in line with PSO 7100
- Attend weekly meetings with the Senior Management Team to discuss employment allocations and regime
- Authorise prisoner pay sheets
- Maintain all appropriate records and documentation
- Monitor and oversee all filing and ensure that record systems are kept up-to-date and stored securely
- Responsible for all administrative duties as required by the Manager, ensuring the function is run efficiently and cost effectively when performing work as required and planned
- To work closely and co-operate with colleagues in other areas to ensure the safe and smooth running of the prison
- Abide by the corporate strategic directions, Contract Delivery Indicators, MoJ/NOMS service specifications and all appropriate Regulations and Health and Safety Policies
- Provide reports and a detailed analysis of the key performance targets
- Take departmental minutes when required
- Provide administrative support to the wider department covering staff absence
- Embracing Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress
- To abide by the Sodexo Justice Services Corporate Mission Statement, Company Policy and all appropriate Regulations and Health & Safety Policies
- To participate in training as required in order to keep up-to-date with all mandatory and refresher training
- Be committed to personal development

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.

- Ensuring that the policies and practices of Allocations are carried out within the guidelines to maintain consistency and fairness
- All records maintained and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
- Prisoners are actively engaging in their Sentence Plans in relation to Education, Training or Employment in order to reduce the likelihood of reoffending
- Monitor CMS Scheduling and Applications and assist other areas in the set up/use of this function to reduce paper wastage and improve accountability
- Management information provided accurately and within specified deadlines in order to meet KPTs
- Work directly with different departments to ensure operational requirements are met

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

Essential

- Experience working in a similar environment or role
- Experience of working under pressure and to deadlines
- Able to manage and prioritise workloads
- Good use of Microsoft Word and Excel
- Attention to detail and accuracy
- Good written and verbal communication skills

Desirable

- An understanding of the complexities of prison regime
- Understanding of the Custodial Management System or a willingness to learn

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

- Rigorous management of results
- Innovation and change
- Growth, Client and Customer Satisfaction, quality of services provided

9. Management Approval – To be completed by document owner

Version	1	Date	28 th February 2018
Document Owner	Tanvir Hynes		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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