

Job Description:

[Recovery Administrator 12 months FTC]

Function:	Justice services
Position:	Recovery Administrator - fixed term contract
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Forest Bank

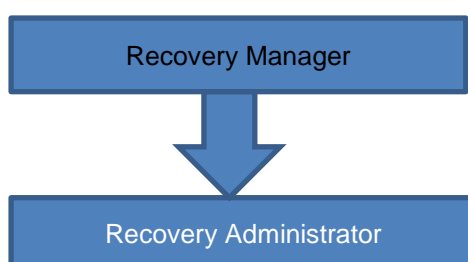
1. Purpose of the Job – State concisely the aim of the job.

To provide general admin support to the Recovery team and the wider Drug Strategy and Offender Management teams, when necessary.

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.

- To ensure security is upheld
- Ensure confidentiality procedures are adhered to
- To Ensure Sodexo Justice services guidelines are adhere to.

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

- Maintain databases relevant to the role through updating information from the Recovery team.
- Accurate data reporting on End of Month figures, regime monitoring and Date Entry Tool (DET)
- Record filing
- Communicating with internal and external agencies
- Minute taking
- Complete work within set timescales
- To attend weekly group supervision and monthly supervision to discuss performance.
- Complete work to a high standard and keep up to date records.

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.

- Deliver the non-clinical substance misuse service in accordance with National Policy and Guidance and local protocols, specifically the Recovery Agenda.

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

- Good communication skills
- A good level of numeracy and literacy
- Good interpersonal skills and have an Empathic approach.
- Good planning and organisational skills
- General computer skills including, a knowledge of excel
- Knowledge of Data Reporting
- To have a keen interest in the substance misuse field and a passion to promote and encourage change

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

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

Version		Date	26.07.18
Document Owner	S Berry		