

# Job Description: PDU Administrator



Function:	PDU
Position:	<b>PDU Administrator</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Senior Administrator (PDU) – Marie Schulze
Additional reporting line to:	Contracts and Performance Manager - Sam Briscoe
Position location:	HMP Bronzefield

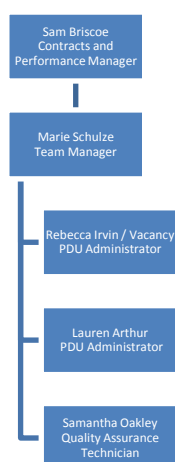
## 1. Purpose of the Job – State concisely the aim of the job.

- To assist the Performance and Compliance Manager in Administrative aspects of the day-to-day running of the Performance Delivery Unit.
- To carry out duties in a professional manner, ensuring confidentiality at all times.
- To report and to be accountable to the Senior Administrator within PDU.

## 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 abide by the Sodexo Justice Services Corporate Mission Statement, Company Policy and all appropriate Regulations and Health and Safety policies.
- Maintain accurate and complete records as required by the legal and administrative and Prison Service policies, instructions and procedures.
- To produce accurate, timely, weekly, monthly and on an ad-hoc basis, reports in specific formats to specified deadlines, as required by the management team.
- To be responsible for the collation and forward transmission of information as required by HM Prison Bronzefield Management Team.
- To ensure all correspondence and complaints are logged and monitored and maintain the Service Delivery target.
- To conduct internal audits in accordance with Prison Service Order 0250.
- To assist in coordinating all external and independent audits.
- Conduct health checks for external audits and report findings to the Management Team.
- To carry out any other reasonable request(s) made by Bronzefield Management Team.
- To undertake duties as required that will contribute to the effective operation of HM Prison Bronzefield
- To participate in training as required in order to keep up-to-date all mandatory and refresher training.
- To be committed to personal development, ensuring one is refreshed on any relevant policy updates.
- Investigate and assist Sodexo Legal Team and Insurers with litigation claims.
- Maintain an extensive knowledge of Information Assurance and promote/monitor good practice.
- Minute taking when required.

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

- Compliance to contractual measures.
- Keep up to date with current and upcoming legislation changes and communicate as appropriate.
- Reputational and financial risks reviewed, managed and reduced as appropriate.
- All required reports completed and delivered within set timescales
- All work completed to a high standard in line with brand expectation

**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.

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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

- Good planning and organisation skills.
- Computer literate with a good knowledge of Microsoft Excel.
- Good interpersonal skills
- Be self motivated
- Excellent time management
- Excellent attention to detail

Desirable -

- Understanding of Prison Service Order 0250, 7100 and 2510
- Understanding of KPT's and SDT's
- Understanding Schedule D & F of the Contract

**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	▪ Business Consulting
▪ Commercial Awareness	▪ HR Service Delivery
▪ Employee Engagement	
▪ Learning & Development	

**9. Management Approval** – To be completed by document owner

Version	1	Date	08/08/17
Document Owner	Marie Schulze		