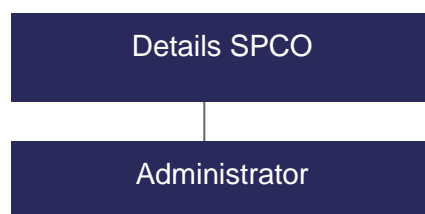


JOB DESCRIPTION

Position Title	SDU Administrator	Department	PDU
Generic Job Title	Administrator	Segment	Justice
Team Band	Unbanded	Location	Peterborough
Reports to	Details SPCO	Office / Unit name	Performance Unit

ORGANISATION STRUCTURE



Job Purpose

- To effectively provide administrative assistance within the Staff deployment Unit

Accountabilities or “what you have to do”

- Ensuring that Staff Annual leave requests are promptly processed
- To support in the input of overtime/Toil for staff
- To support in the maintenance of Kronos ensuring other tasks can be completed
- To support in the writing/cleaning of Daily staffing details allowing for timely alterations (if required)
- Ensuring that new staff are allocated work areas
- Ensuring that new staff are allocated shift patterns
- Processing internal staff moves effectively and in a timely manner
- Supporting in the maintaining of staff sickness/absence log.
- Effectively covering shifts with overtime by calling staff to cover any gaps.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- The detail will be staffed to profile
- All staff leave will be processed in line with the non effective %
- Overtime will be correct and processed by day 21
- Kronos will be up to date and managed daily
- Annual leave and TOIL balances will be correct and up to date

Skills, Knowledge and Experience

Essential

1. Organised with excellent attention to detail
2. Self motivated with the ability to prioritise work and motivate others
3. Good computer and analytical skills
4. Excellent communication skills

Version	2	Date	March 2018
Document owner	Head of Performance		