

Job Description: PDU Administrator

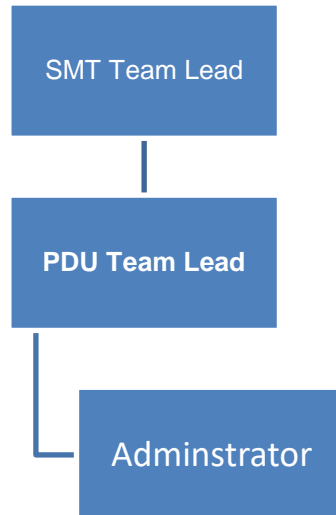
Function:	Justice Services
Position:	Part Time PDU Administrator
Job holder:	Kim O'Connor
Date (in job since):	
Immediate manager (N+1 Job title and name):	Susan Kenny – Team Leader
Additional reporting line to:	
Position location:	HMP Forest Bank

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

- To provide administrative support to the Performance Delivery Unit (PDU) by maintaining the correspondence log, monitoring Regimes and general administration.
- To provide administrative support to the Independent Monitoring Board (IMB) by taking minutes of meetings, dealing with expenses and general administration.

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.

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.

- KPT's achieved (correspondence)
- Information is available and accurate
- Communications are maintained to a high standard
- The PDU and IMB departments is fully supported administratively

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

- Manage official correspondence procedure
- Provide admin support to the IMB
- Provide administrative support to the PDU Team Lead & Quality Assurance and Risk Co-ordinator
- Taken minutes at meeting when required
- Complete regime monitoring
- Maintain a register of Self Harm incidents and Serious Assaults
- Maintain policy updates on the Public Drive
- Update PPO log

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.

- To help achieve 100% performance against the correspondence KPT
- To help achieve our Purposeful Activity target by monitoring the prison regime and reporting the weekly outputs

- To assist in monitoring performance against the Contract to ensure compliance and flag up non compliance
- To provide up to 8 hours a week of administrative support to the IMB

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

Essential

- A high level of understanding of Microsoft office
- Good organisational skills
- Excellent communication skills
- High level of integrity and reliability
- Ability to work to strict deadlines
- Excellent attendance record
- Be able to work exceptionally well within the team

Desirable

- Have worked in a target focused environment
- Knowledge of Generic Data Protection Regulations and Freedom of Information Acts

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

<input type="checkbox"/>	Rigorous management of results	
<input type="checkbox"/>	Analysis and decision making	
<input type="checkbox"/>	Innovation and Change	
<input type="checkbox"/>	Continuous improvement.	
<input type="checkbox"/>		

9. Management Approval – To be completed by document owner

Version	1	Date	17 th July 2019
Document Owner	Eleanor Hazeldene		