

# Job Description: Administrator

Function:	To provide administration and physical support to the stores department at HMP Addiewell.
Job:	Administrator
Position:	Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Grant Russell – Stores Manager
Additional reporting line to:	Fiona Anderson – Head of Business Management
Position location:	HMP Addiewell

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

- To provide administration and physical support to the stores department at HMP Addiewell.

## 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					
	Net income growth:	tbc		Outsourcing growth rate:	n/a	HR in Region	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.

- Must adhere to prison contract and regulations therein

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

- Working between multiple systems – (data maintenance & entry)
- Ensuring all purchase requests are authorised and approved
- Creating orders in SAP
- Continuous maintenance of EPOS system
- Responsible for vending machine function as a whole (ordering, control and restocking)
- Assist with stock taking process
- Assist with physical pick and pack operation when required
- Undertake duties as required that will contribute to the effective operation of the prison

#### **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.

- Delivery time scales must be met
- Ordering time scales must be met
- Reconciliation time-scales must be met

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

##### **Essential**

- Confident with IT packages.
- Educated to standard grade level (minimum) or equivalent

##### **Desirable**

- Have previous experience working with SAP Financials
- Have previous experience of working within a custodial environment

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

Team spirit, service spirit, working with others

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

Version		Date	
Document Owner			