

ACTIVITIES ADMINISTRATOR - HMP ADDIEWELL ACADEMY

Function:	Sodexo Justice Services
Position:	ACTIVITIES ADMINISTRATOR – SECONDMENT
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Team Leader
Additional reporting line to:	Unit Manager
Position location:	HMP Addiewell

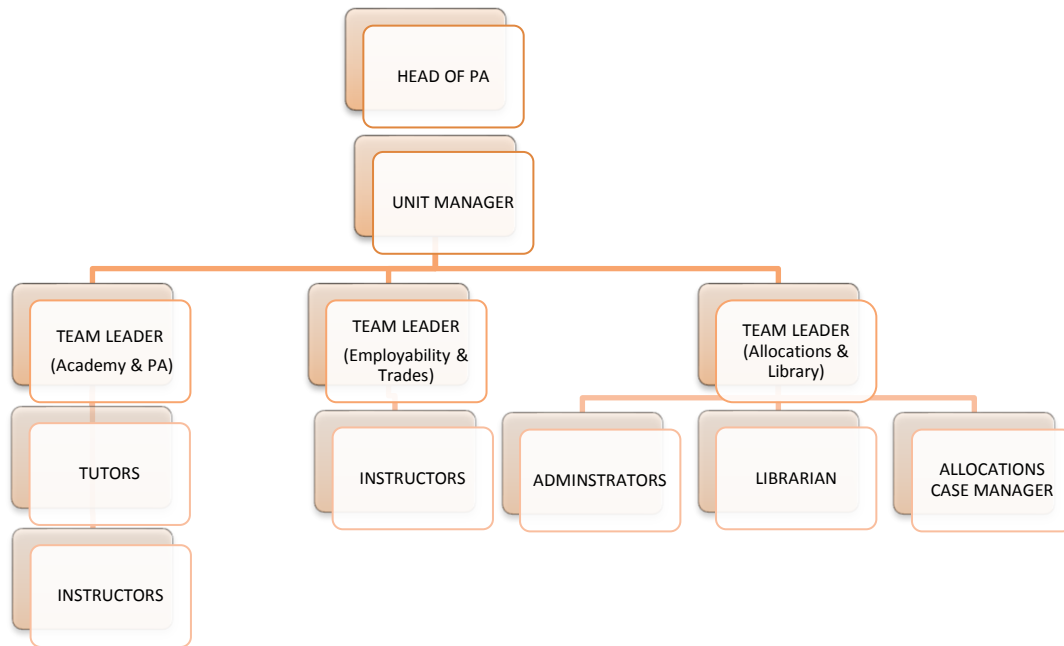
1. Purpose of the Job – State concisely the aim of the job.

- Provide administrative assistance to the learning and skills team within HMP Addiewell which is accredited through SQA as the West Lothian Training Centre.
- To provide a comprehensive and skilled administrative support service to the learning and skills team.
- Contribute to the provision of an efficient and effective range of learning and work opportunities.
- To maintain accurate records of learning achievement and communicate results with appropriate awarding bodies.

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:	n/a	EBIT growth:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	n/a
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
Characteristics	<div><div></div><div>Monday-Friday</div><div>08:00-16:00</div></div>								

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. Please show the job titles not the actual people doing the role, i.e. Finance Manager, Project Manager



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.

- The postholder will report directly to the Head of Purposeful Activity, however will also support the operational needs of individual team members and our learners.
- The postholder will be based within the Academy and in the central activity area within the prison.
- Identify the needs of individuals in classes and groups and develop different teaching methods and resources accordingly
- Assist in any marketing strategies related to courses, delivery and training.
- Monitor uptake, achievement and progression of learners.
- Attend regular team meetings to evaluate progress and promote good practice.
- Meet agreed prison targets which will be identified in your PDR.
- Working as part of a wider team to help maintain the purposeful activity delivery, to meet the needs of the SPS contract.

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

- Undertake Prisoner employment and activity admin duties, scheduling and maintaining records/timetables as directed by management
- Support departmental staff in the maintenance of the purposeful activity offer within the prison.
- Collate statistical information for regime monitoring and input data to relevant systems
- Manage and maintain a filing system within the area for audit purposes.
- Manage and maintain Candidate qualifications through SQA Connect.
- Be part of a multi-functional team to provide a service to the prison as a whole to include providing cover for departmental Administrators
- Note/Minute taking
- Provide Assessors and Verifiers within the training centre with Administrative assistance in order to successfully certificate our candidates upon completion
- Assist in the collation, dissemination and analysis of information
- Support management during audits ensuring contractual compliance.
- General office administrative duties as required

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 of the curriculum to meet the standards of awarding bodies
- Utilise a variety of learning resources and methods to ensure effective teaching takes place
- Provide advice and guidance to ensure appropriate placement on courses dependent on current skills

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

- Ability to work under pressure; think clearly and act decisively.
- Have an interest in the rehabilitation and resettlement of offenders
- Good listening and communication skills.
- Good problem solving skills.
- Team player.
- Be able to apply a positive and creative approach to achieving business solutions.
- Strong organisational skills
- Analytical thinker

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	