

Job Description: Allocations Officer

Function:	Allocations
Position:	Allocations Officer
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	
Additional reporting line to:	
Position location:	Information Advice and Guidance office in education.

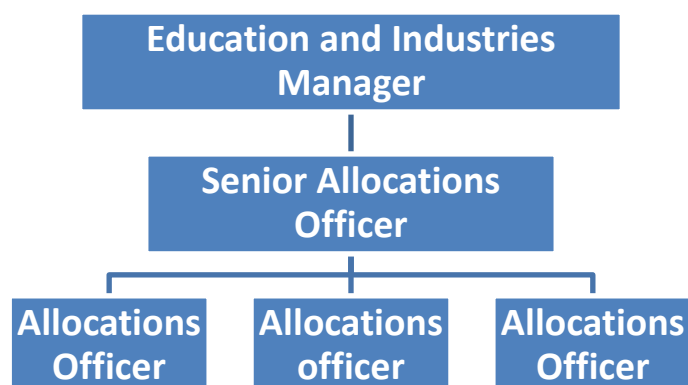
1. Purpose of the Job – State concisely the aim of the job.

- To place residents into suitable activities in an effective and timely manner so that all employment spaces are maximised and the number of unemployed residents is kept at a minimum.

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.

- To take part in the initial assessment and signposting of residents to activities
- To be skilled in the use of CMS and to be able to schedule and commit residents to activities
- To ensure that work locations are filled so that purposeful activity is at a maximum

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

- To ensure all residents are signposted to an activity that best fits their needs
- To answer complaints for employment
- To understand the regime and to be able to report it for designated work areas.
- To ensure that the disciplinary procedures for residents are adhered to and carried out in a fair and transparent manner by colleagues in the wider establishment
- To be very competent in IT especially excel so that it can be used in conjunction with CMS to provide reporting mechanisms.
- To be able to explain the employment policy to colleagues so rules of employment and disciplinary procedures are adhered to.
- To work as a member of a team and cover colleagues in times of staff absence

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.

- Gaps in work areas will be quickly filled and waiting lists will be kept to a minimum
- Regimes figures will be accurate and submitted in a timely manner
- Attendance at work will be monitored and reported to Senior Management and wing managers
- Health and Safety of the work place will be a priority

7. Person Specification –

- To be able to operate CMS and utilise it as a tool to manage the regime
- To be numerate and have excellent verbal and written communications skills
- To have a very good standard of IT at level 2 or above
- To be confident in dealing with residents
- A good knowledge of what Forest Bank currently offers in terms of purposeful activity,

Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

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

<ul style="list-style-type: none">▪ Growth, Client & Customer Satisfaction / Quality of Services provided	
<ul style="list-style-type: none">▪ Rigorous management of results	<ul style="list-style-type: none">▪ Innovation and Change
<ul style="list-style-type: none">▪ Brand Notoriety	
<ul style="list-style-type: none">▪ Commercial Awareness	

9. Management Approval – To be completed by document owner

Version	1	Date 10 th October 2019	
Document Owner			