

Job Description: Scale 2 Custody Clerk

Function:	Administrator
Position:	Scale 2 Custody Clerk
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Performance and Administration
Additional reporting line to:	
Position location:	Custody – Forest Bank

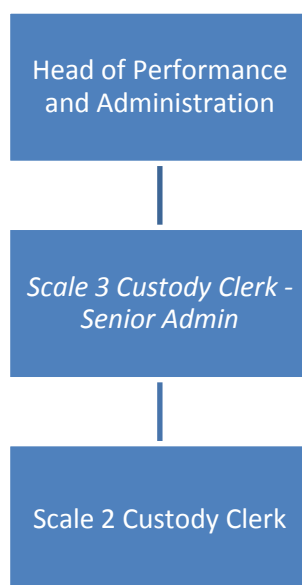
1. Purpose of the Job – State concisely the aim of the job.

- Add point
- Add point

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



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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.

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- Add point
- Add point

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

- To update resident case files and HMPS NOMIS system.
- Check validity of warrants and action as appropriate, calculate fine payouts.
- Calculate release dates in accordance with HMPS guidelines and Standard 56.
- To act as the crown court calendar clerk.
- To ensure residents are released on the correct date with the appropriate provisions made.

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.

- Add point
- Add point
- Add point

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

- Ability to work as part of a pro-active and busy team.
- Excellent attention to detail.
- Enthusiasm to learn and continuously develop.
- To participate in training as required.
- Excellent attendance record.
- No live warnings.

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	

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			