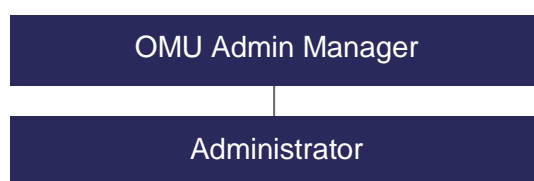


JOB DESCRIPTION

Position Title	Administrator	Department	Dependant on role
Generic Job Title	Administrator	Segment	Sodexo Justice Services
Team Band	Unbanded	Location	
Reports to	Line Manager (dependant on role)	Office / Unit name	

ORGANISATION STRUCTURE



Job Purpose

- To provide admin support to the Offender Management Department
- Manage caseload within the Offender Management Unit
- Work/liaise with various key members in the d
- To be the main point of contact for Residents, Staff and Offender Managers in the community

Accountabilities

- Assess and process applications for Home Detention Curfew & Release on Temporary Licence
- Collate documentation to assist in Sentence Planning Process
- Provide support to Offender Supervisors
- Keep records updated
- Complete Sentence calculations
- Reply to routine queries from internal departments and external agencies
- Liaise with external agencies and internal departments on a daily basis

Key Performance Indicators (KPIs)

- Correspondence to be answered within the correct timescales
All Home Detention Curfew and Release on Temporary Licence to be assessed and processed in accordance to the National Offender Management guidelines
- Complete Sentence calculations in accordance with Prison Service Orders and Instructions

Dimensions

Financial	tbc
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Other	tbc
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Skills, Knowledge, Experience and Competencies

Essential

- Clear, concise and accurate written skills, with high level communication skills.
- Able to deal with confidential and highly sensitive information.
- Good organisational skills with ability to prioritise work
- Good interpersonal skills
- Good IT knowledge
- Ability to manage own work load / Team player

Desirable

- Knowledge of the English legal system

Competencies

- Working with others
- Planning and organising
- Resilience
- Continuous improvement
- Results orientated

Contextual or other information

- You may be required to work in an alternative administration role time to time.
- You will be required to participate in staff rotation.
- Attend any training as and when required.

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Document owner			