

# Job Description: Foreign National Administrator



Function: Diversity
Position: Foreign National Administrator
Job holder:
Date (in job since):
Immediate manager: Yvonne Singh – Safer Custody & Decency Manager
Additional reporting line to: Sam Hunter-Briscoe – Performance Manager
Position location: HMP/YOI Bronzefield

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

- To ensure quality recording of documents and statistics in relation to foreign national residents is kept.
- To assist the Safer Custody & Decency Manager in Administrative aspects of the day-to-day running of the Diversity department.
- To carry out duties in a professional manner, ensuring confidentiality at all times.

## 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
- Broader Reward package including free meals on site; free parking and access to the gym facility at designated times.

## 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.

- Contact with Vulnerable residents being deported
- Supporting Potential victims of Trafficking
- Bring awareness & Promote Cultural days to staff & Residents
- To abide by the Sodexo Justice Services Corporate Mission Statement, Company Policy and all appropriate Regulations and Health and Safety policies.
- Maintain accurate and complete records as required by the Home Office and Prison Service policies, instructions and procedures.

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

- Maintain all Immigration paperwork & Logs.
- Liaise with Embassies within timeframes
- Work cross departmentally
- Communicate with the Home Office.
- To provide cover for the Foreign National Coordinator in times of absence and Leave.
- Minute taking of the Diversity & Inclusion meeting
- To complete all paperwork in relation to Embassy contact as per PSI.
- To ensure quality recording of documents and statistics relating to foreign national prisoners is produced and provided to the Diversity Manager.
- Provide administrative support to the Foreign National Coordinator, including compiling statistics, co-ordinating meetings and reviews, diary management & schedule appointments
- Complete up to date spreadsheets in relation to Complaints (DIRF) Discrimination Incident Reporting Form
- Keep up to date with current and upcoming legislation changes and communicate as appropriate.
- All required reports completed and delivered within set timescales
- All work completed to a high standard in line with brand expectation

**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.

- Good Record Keeping & Communication
- Good working Relationships with internal staff & external agencies.
- Compliance with all instructions relevant to role and all baselines Including HMIP Expectations are met
- Maintain accurate records for Release dates for foreign national residents.

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

Essential

- Demonstrate Consistently to the Sodexo Values
- Understanding of barriers that foreign nationals face while in custody
- Ability to build positive relationships with key agencies
- Motivated and able to work alone
- Good planning and organisation skills.
- Computer literate with a good knowledge of Microsoft Excel & Word
- Good interpersonal skills
- Be self-motivated
- Excellent time management
- Excellent attention to detail

Desirable -

- Understanding of Prison Service Order 4630
- Knowledge of Immigration paperwork
- Second Language

**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	03/01/2018
Document Owner	Yvonne Singh		