

# Job Description: OMU Admin

Function:	Justice Services
Position:	OMU Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Deborah Clow
Additional reporting line to: Lynsey Wright	
Position location: HMP Forest Bank	HMP Forest Bank

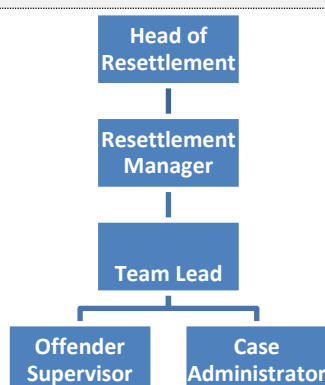
## 1. Purpose of the Job – State concisely the aim of the job.

- This role is an integral part of the overall running of the Offender Management Unit. Working together with key partnerships including Community Rehabilitation Companies and National Probation Service to ensure the effective risk management and support is delivered in relation to those in our care.
- Maintain the excellent standard of working within the time frames in line with Prison Service instructions

## 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.





**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 successful applicant will work within prison environment which requires a professional approach at all times.
- Working to strict time frames in line with Prison Service Instructions and guidelines set out by MOJ and National Offender Management.

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

- Maintain and update accurate data and figures on various database systems.
- Attend meetings, provide minute taking duties.
- Be responsible for the organisation and management of Parole Hearings.
- Oversee distribution of work.
- Communicating both written and verbally with internal and external agencies.
- Work alongside team members to maintain a high standard of service delivery to those in our care.
- Assist Manager and Team Leader in additional tasks when required to do so.
- Attend both group and individual supervision with the Team Lead to discuss development needs, performance and progression with PDR.

**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.**

- The role plays an integral part in the day to day running of the Offender Management Unit within HMP Forest Bank. Working together with our key partners to provide an excellent standard of delivery achieving both team action plans in line with overall business objectives.
- Working together to meet strict time frames and key performance targets (KPT's) in line with Prison Service Agreements following guidelines set out by MOJ and National Offender Management is essential.
- Providing risk management delivery for those in our care.
- Providing safeguarding measures for the wider community.

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

- The ability and enthusiasm to work as part of a high performing team.
- A sound understanding of IT systems includes Word and Excel.
- Ability to maintain filing systems, both electronically and manually.
- Excellent level of numeracy and literacy skills.
- Excellent communication skills
- Willingness to undertake job specific training.
- The ability to organise and manage tasks efficiently.
- The ability to meet deadlines and targets.
- Good level of attendance recorded.
- Security awareness.
- Professional approach



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 |
| ■ Commercial Awareness  |
| ■ Employee Engagement   |
| ■ Learning & Development  |

9. Management Approval – To be completed by document owner

Version		Date	
Document Owner			