

Job Description: IOMU Administrator

Function:	Integrated Offender Management Unit
Position:	Administrator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	IOMU Team Leader
Additional reporting line to:	Rehabilitative Services Manager
Position location:	Open Admin Office

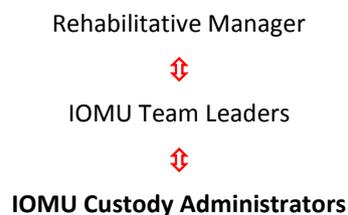
1. Purpose of the Job – State concisely the aim of the job.

- The Integrated Offender Manager Unit (IOMU) sits at the very heart of Bronzefield – providing comprehensive administrative support to assist operational colleagues as they ensure that prisoners have a comprehensive and purposeful support plan throughout their sentence and beyond.
- The Administrator will be a key contact point in ensuring that HMP & YOI Bronzefield delivers against the mandatory service requirements to the Court, HMPPS, parole board and Public Protection agencies.
- To deliver the business and contractual requirements of the function to meet the needs of the client and Sodexo.

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.

- Role may require shift working, earliest start being 0700hrs and latest finish at 1830hrs
- Post holder will need to ensure the function remains complicit with Prison Service Instructions and Orders
- Occasional Weekend working may be required

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.

- Sentence Calculations
- To collate information for Sentence Planning Boards, Release on Temporary Licence and Home Detention Curfew
- Liaising with external service providers and agencies including Probation Service, Courts and Social Services
- Ensuring all processes and work undertaken are in line with Prison Service Instructions and Orders

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

- Administrative duties including file management, supporting colleagues, answering telephone and written queries and making sure IOMU complies with policies and procedures
- To ensure all Public Protection and Safeguarding matters are managed appropriately
- Supporting Caseworker / Offender Management teams – internally and in the community
- Arranging Parole Review Boards and assisting with the parole process where required
- To minute take for meetings when requested
- Proactively managing diaries and deadlines for assessments, reports and meetings
- Arranging meetings – including arranging passes, clearances etc for visitors where necessary
- Assist Manager and Team Leader as required
- OASys Clerk Duties
- Reception/Discharge process
- Collation of Bail paperwork

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.

- Positive role model
- HMIP Positive Indicator
- Continuous improvement
- Embracing Sodexo Values: Service Spirit, Team Spirit and Spirit of Progress

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

- Strong computer skills – especially with Microsoft Office
- Experience of managing deadlines and diaries
- Ability to prioritise workload
- Experience of managing relationships with external partners or suppliers
- Used to working in an environment where adherence to processes and procedures is essential
- Security Awareness
- Good personal organisation skills
- Good listening and communication skills

- Attention to detail
- A Strong Customer Service ethos
- Team Player
- Reliability
- Willing to attend training when required

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

- Rigorous Management of Results
- Innovation and Change
- Growth, Client & Customer Satisfaction / Quality of Services Provided
- Brand Notoriety

9. Management Approval – To be completed by document owner

Version	001	Date	17/04/2017
Document Owner	Nathan Sawford		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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