

# Job Description: Security Administrator

Function: Security and Operations
Position: Security Administrator
Job holder:
Date (in job since): 1 <sup>st</sup> March 2018
Immediate manager Sharon Milliken – Deputy Security Manager (N+1 Job title and name):
Additional reporting line to: Head of Security
Position location: HMP/YOI Bronzefield

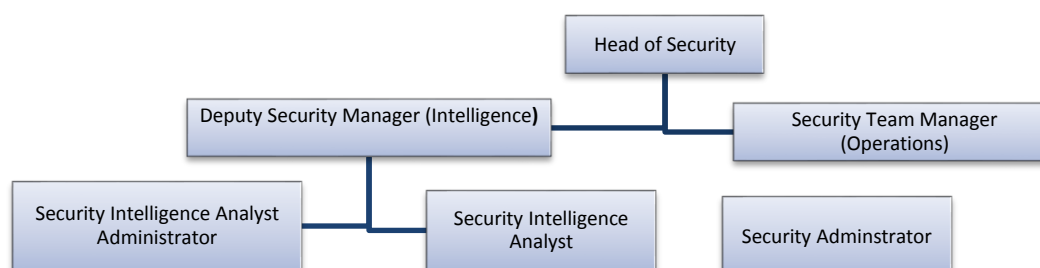
## 1. Purpose of the Job – State concisely the aim of the job.

- Contribute to a zero harm culture through effective information management, dissemination and action.
- Point of contact to support staff and partner agencies to reduce future offending.
- Complete significant tasks, interpret information, data and to provide dynamic security effectiveness.

## 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:	n/a	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	Nil
		EBIT margin:	n/a			Outsourcing growth rate:	n/a	HR in Region	n/a
		Net income growth:	n/a						
		Cash conversion:	n/a						
<div>Characteristics</div> <ul style="list-style-type: none"><li>Manage the security administrative tasks within the Security function. Engage with Prevention, Counter Terrorism, Regional Organised Crime Unit and other Law Enforcement Agencies</li></ul>									

## 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.

- Comply with all Prison Service Instructions, National Security Framework and Data Protection Guidelines
- Manage and utilise the client software (P-NOMIS and Mercury)
- Manage and utilise Sodexo Justice Service software (CMS)
- Effective management of BT software
- Comply with the National Security Audit baselines
- Engagement with and attendance at all required training and development activities

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

- Collate, manage Rule 39 letters
- Produce and maintain reports and records and minutes
- Establish trends and patterns from information received
- Manage communications pin compacts and pin phone
- Manage employment clearances
- Complete PER risk assessments
- Identify any risks and opportunities
- Complete Bail mail
- Complete email a prisoner paperwork
- Support of Management of communications and surveillance (IOCCO) Pin and Mail monitoring
- Support Management of Extremism and Corruption Prevention Intelligence and reports
- Effective and compliant evidence management / preservation

**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.

- Effective and timely compliance on all tasks as above
- Management and attention to detail, timely and accurate information
- Compliance with security audit baselines and National Security Framework
- Timely and accurate Minute taking

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

- Ability to understand information
- Experience of working successfully with external and internal stakeholders
- Excellent computer skills
- Ability to make balanced judgements
- An inquisitive nature
- Oral and written communication skills
- Ability to prioritise
- Discretion due to classified nature of the role

**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 & Contractual Awareness
■ Commercial Awareness	■ Analytical Rigour
■ Stakeholder Engagement	■ Resilience
■ Team Spirit	■ Intellectual Agility

**9. Management Approval** – To be completed by document owner

Version	1	Date	13 <sup>th</sup> March 2018
Document Owner	J Desforges		