

Job Description: Security Administrator



Function: Security and Operations
Position: Security Administrator
Job holder:
Date (in job since): 1 st 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.

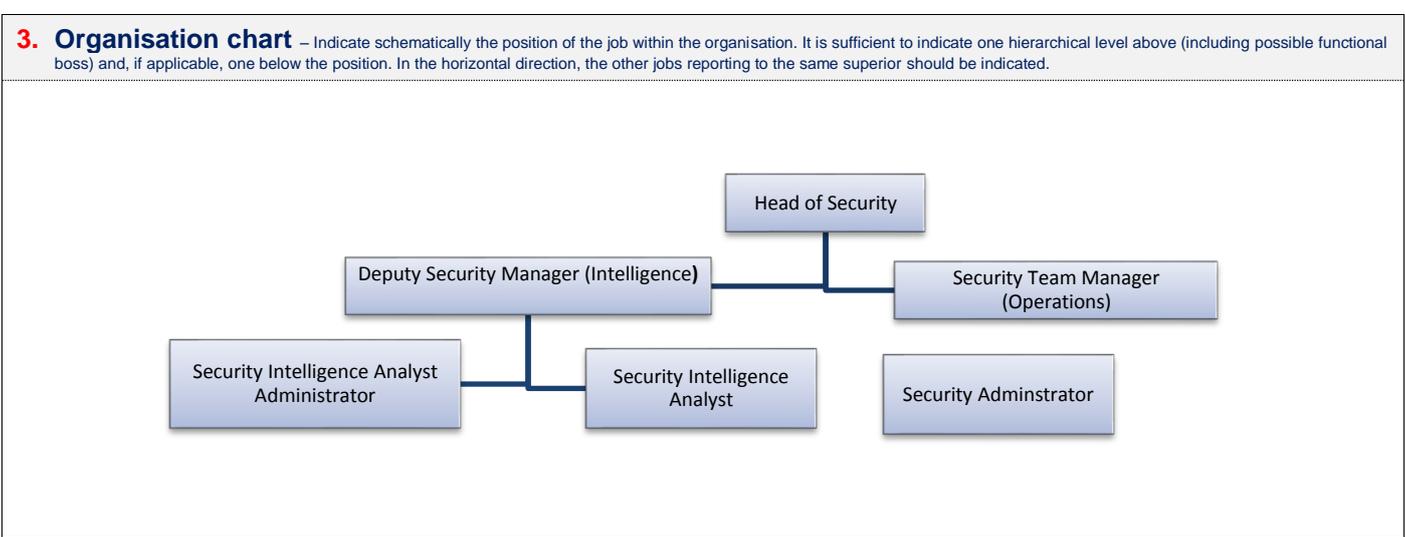
- Contribute to a zero harm culture through effective information management, dissemination and action.
- Point of contact to support staff and partner agencies to reduce future offending.
- Complete significant tasks, interpret information, data and to provide dynamic security effectiveness.

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						

Characteristics

- Manage the security administrative tasks within the Security function. Engage with Prevention, Counter Terrorism, Regional Organised Crime Unit and other Law Enforcement Agencies



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

<ul style="list-style-type: none"> ■ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ■ Leadership & People Management
<ul style="list-style-type: none"> ■ Rigorous management of results 	<ul style="list-style-type: none"> ■ Innovation and Change
<ul style="list-style-type: none"> ■ Brand Notoriety 	<ul style="list-style-type: none"> ■ Business & Contractual Awareness
<ul style="list-style-type: none"> ■ Commercial Awareness 	<ul style="list-style-type: none"> ■ Analytical Rigour
<ul style="list-style-type: none"> ■ Stakeholder Engagement 	<ul style="list-style-type: none"> ■ Resilience
<ul style="list-style-type: none"> ■ Team Spirit 	<ul style="list-style-type: none"> ■ Intellectual Agility

9. Management Approval – To be completed by document owner

Version	1	Date	13 th March 2018
Document Owner	J Desforges		