

# Job Description: ISMS Administrator



Function:	ISMS
Position:	ISMS ADMINISTRATOR
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	ISMS Managers Kirsty Morrison and Sharon Berry
Additional reporting line to:	Tony Shimelt
Position location:	HMP Forest Bank

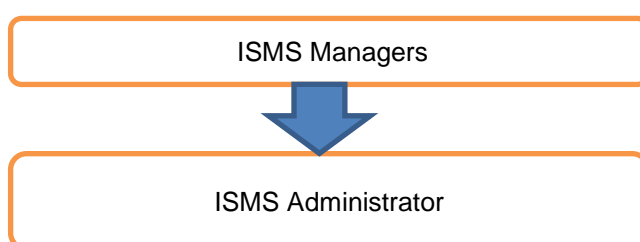
## 1. Purpose of the Job – State concisely the aim of the job.

- To provide proactive, efficient and effective admin support to the ISMS team and the wider Drug Strategy and Offender Management teams, when necessary.

## 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.

- To ensure security is upheld
- To Ensure confidentiality procedures are adhered to
- To Ensure Sodexo Justice services guidelines are adhere to

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

- Produce analytical data
- Communicating with internal and external agencies
- Accurate Minute taking
- Complete work within set timescales
- Provide accurate reports, presentations and correspondence
- Responsibility for Clinical IT systems
- Responsibility for scanning clinical documents
- To attend weekly group supervision and monthly supervision to discuss performance
- Record filing

**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.

- To attend relevant training and be committed to continuous professional development
- To work within professional boundaries maintaining safety and appropriate confidentiality at all times
- To be able to work flexibly across the Clinical and None Clinical ISMS
- Knowledge of services and signposting to relevant teams and/or agencies
- To contribute to the continuous improvement of the quality and performance of the ISMS

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

**Essential**

- Excellent organisations skills with the ability to work under pressure
- Excellent computer skills, including knowledge of Excel and Word
- Excellent interpersonal skills

**Desirable**

- Data reporting
- Ability to work in a team

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

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|---|-------------------------|
| ▪ Growth, Client & Customer Satisfaction / Quality of Services provided | ▪ Innovation and Change |
|---|-------------------------|

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

Version		Date	04.01.19
Document Owner	K Morrison & S Berry		