

JOB DESCRIPTION

Position Title	Administrator	Department	PDU
Generic Job Title	Performance Administrator	Segment	Justice
Team Band	Unbanded	Location	Peterborough
Reports to	Communication Manager	Office / Unit name	Performance Unit

ORGANISATION STRUCTURE



Job Purpose

- To effectively maintain and input all data and performance related issues within the establishment and where required actively support areas within the performance unit and any other areas as required.

Accountabilities or “what you have to do”

- Process Information Access Requests (IARs)
- Co ordinate and support the Independent Monitoring Board in line with SLA
- Have a knowledge of how to input and check daily data relating to Incident Reporting System (IRS)
- Have a knowledge of how to input and check daily data on Schedule I
- Upload and check monthly data in to the NOMs Hub
- Process and check weekly Regime data
- Complete Schedule F database as required
- Process Adjudication Appeals
- Have a knowledge of how to check daily Population Figures
- Be responsible for maintaining the archive system and destruction of files

Support Roles

- During periods of absence undertake the completion of; Correspondence, Complaints, Litigation, Judicial and Legal reviews

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”

- IMB will be provided with a professional and knowledgeable service
- Schedule I, F and the Hub will be completed accurately
- The destruction and retention of files will be completed in accordance with guidelines
- IARs will be completed accurately within timeframes
- Adjudication Appeals will be actioned within timeframes

Skills, Knowledge and Experience

Essential

1. Organised with excellent attention to detail
2. Self motivated with the ability to prioritise work and motivate others
3. Good computer and analytical skills
4. Excellent communication skills

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Document owner	Head of Performance		