



HM Prison & Probation Service

HQ Job Description (JD)

Band 4

Directorate: Directorate of Security

Job Description: CSC Admin Support

Document Ref.	HQ JES 0687 CSC Admin Support
Document Type	Management
Version	2.0
Classification	Official
Date of Issue	02 April 2024
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	CSC (Close Supervision Centre) Admin Support
Directorate	Directorate of Security
Band	4

Overview of the job	Provide administrative support (5 days/week) to the CSC Operational Manager, ensuring an accurate record of decisions is recorded. The work involves the arrangements for and minute taking of a number of meetings where knowledge of the processes and cases is imperative to ensure the recording of key information. The role reports to the CSC Operational Manager up to the Head of the Long Term High Security Prisons Group. The role is an HQ role but given the remote operation of the team the post holder can be located anywhere within reasonable travelling distance of the high security prisons. The post does not have line management responsibilities. The job holder is not operational but is required to travel given the geography of the work.
Summary	By completing administrative tasks timely and competently the job holder ensures that the CSC processes operate effectively, providing evidence of defensible decision making that can withstand external scrutiny and legal challenge.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Make arrangements regarding room bookings and attendees, prepare documentation, including agenda, minutes, prisoner referrals and case notes, policies, and take comprehensive minutes for the Case Management Group (CMG) meeting, national CSC Management Committee meeting (CSCMC), Advisory Panel Meeting, and prisoner case conferences relating to the selection to and de-selection from the CSC, ensuring an accurate record of the decision making process is maintained to enable the presentation of the facts when subject to legal challenge. • Transfer information to establishments following prisoner transfers to ensure up-to-date information is shared to enable effective management of individual cases. • Manage the electronic prisoner files and act as Local Information Manager for HERM. • Make arrangements for all 'Working with Challenging Behaviour' (WCB) training courses ensuring all training materials are provided for the course in time, liaising with the facilitators as necessary, and collating and disseminating the list of candidates for each course.

	• Travel regularly to attend core meetings. • Maintain an up-to-date contact sheet for CSC lead in the high security estate, circulating to relevant staff. • Act as a central contact point for matters relating to CSC, providing information as requested by solicitors, the Treasury Solicitor, establishments and prisoners in accordance with the Data Protection Act and Freedom of Information requests. • Complete and send correspondence as required generally and by the CSC policy, including letters to prisoners informing them of selection into the CSC for and following assessment, or de-selection from the CSC, all of which require a Director's signature; formal request letters to establishments for assessment reports including completion dates. • Send a letter detailing training dates for the year ahead for the WCB course to all CSC leads and high security training managers. • Collate the CSC Data Monitoring returns each month following receipt from each high security establishment. • Make enquiries with establishments, HM Court Service and external stakeholders in respect of prisoner management arrangements. • Provide general administrative support including printing, copying, preparation for 'awaydays'/workshops and presentations. • Update and maintain the CSC databases. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.
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Civil Service Success Profile Criteria

Behaviours	• Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	• The job holder must have good IT skills including use of Word, Excel, Microsoft Outlook, and Adobe PDF. • The job holder must be highly competent in minute taking and reporting. • Good communication skills both verbal and written are essential across a number of aspects of the work, including contact with internal and external stakeholders to ensure a professional service is provided.

Technical Requirements	
Ability	

Minimum Eligibility	<i>Please do not alter this box</i> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<i>Leave Blank</i> To be used by the JES Team only
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