



# HM Prison & Probation Service

## Job Description (JD)

### Band 3

## Group Profile – Business Administrator (BA)

### Job Description – BA: Employment

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<b>JD Evidence</b>	

**Job Description**

<b>Job Title</b>	BA : Employment
<b>Group Profile</b>	Business Administrator
<b>Organisation Level</b>	Delivery
<b>Band</b>	3

<b>Overview of the job</b>	<p>This is an administrative job in an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
<b>Summary</b>	<p>The job holder will provide administrative support for the pathways and assist in reducing reoffending by prisoners through the provision of opportunities from reception to release.</p> <p>This is a rotational, non-operational job with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Help prepare prisoners to take up Release on Temporary Licence work placements and prison leavers take up employment on release. This will include through delivering the Prisoner Banking Programme and ID programme; and supporting colleagues to match job vacancies with potential candidates. Duties will involve: <ul style="list-style-type: none"> <li>○ Assessing the need of prisoners who require ID and/or a basic bank account and keeping records as per approved templates.</li> <li>○ Supporting prisoners with applications via the Prisoner Banking Programme and ID programme. This includes following the relevant procedures, managing enquiries, and acting as the Single Point of Contact for applicants and programme partners.</li> <li>○ Using approved templates to maintain financial records as necessary, collect relevant management information and report on these as required.</li> <li>○ Supporting Prison Employment Leads in their capacity to identify and match candidates to job opportunities.</li> </ul> </li> <li>• Undertake a share of the transactional activity associated with the Activity Hub. This includes processing most or all of the following categories of paperwork and inputting data ready for checking and onward transmission by the Hub Manager: <ul style="list-style-type: none"> <li>○ Pathways</li> </ul> </li> </ul>

- Student applications
- Resettlement pathway contracts
- Procurement of Goods for unit
- Regime Monitoring
- Activity Board
- Management Information Systems
- Industries/Manufacturing
- Education Provision
- Activity/Labour Allocation
- Library activities
- Prisoner Pay
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- Promote the work of the Unit and provide opportunities for prisoners by helping to arrange and contributing towards:
  - Job club
  - Exit interviews
  - Housing Clinics
  - Induction Assessments

Undertake other administrative tasks including:

- Organise, produce and maintain accurate records for area of work.
- Act as contact point for all communications to the team. Prioritise and distribute communications to the appropriate person or relevant department in establishment.
- Complete monitoring returns for area of work.
- Input requisitions on to the finance database and process requisitions for defined area of work.
- Co-ordinate any awareness sessions for area of work.
- Prepare paperwork for checking by manager, conducting initial checks as required.
- Correspond with relevant stakeholders and agencies to ensure that they are aware of information so that information is adequately shared.
- Maintain and check establishment databases, manual filing systems and logs of information, responding within agreed timescales and producing reports as required.
- Collate information relating to relevant Service Delivery Indicators (SDIs).
- Act as secretary to meetings as required including organising agenda, taking and distributing minutes and action points.

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.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.

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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Job holders must complete specific training in their specialism once they take up post.</li> </ul>
<b>Technical Requirements</b>	
<b>Ability</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	37 hour working week
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