



HM Prison & Probation Service

Group Profile: Business Administrator Specialist Band 4

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JD Evidence	

Group Profile

Group Profile Name	Business Administrator Specialist
Organisation Level	Delivery - The jobs at this level will be task focused delivering defined activity or service within own area of expertise.
Band	4

Overview	<p>Job holders within this Group Profile are focused in a particular specialist administrative area, using their specific qualifications or experience.</p> <p>These roles are non-operational with no line management responsibilities and are rotational.</p> <p>These roles may involve contact with prisoners depending on their area of work.</p>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • Organise, produce and maintain accurate records for the area of work • Act as contact point for all communications to the Team, prioritise and distribute to the appropriate person or relevant department in the establishment • Complete monitoring returns for the area of work • Input requisitions on the finance database for purchases in the area of work • Co-ordinate any awareness sessions for the area of work • Prepare paperwork for checking by their manager, conducting initial checks as required • Correspond with relevant stakeholders and agencies to ensure that they are aware of information and that it is adequately shared • Maintain and check establishment databases, manual filing systems and logs of information with responses within timescales, producing reports as required • Collate information on relevant Service Delivery Indicators (SDIs) • Arrange any meetings including the preparation of paperwork, minutes and action points
Job Descriptions relating to this Group Profile	<p>The job holder once in post will be in matched to a job description; a sample list is shown below. The post is rotational so the job holder could during their career carry out the role of different job descriptions.</p> <ul style="list-style-type: none"> • Business Administrator Specialist : Access to Justice IT Security Controller • Business Administrator Specialist : Communication Officer • Business Administrator Specialist : Family Development Visits • Business Administrator Specialist : New Colleagues Mentor • Business Administrator Specialist : Intelligence Analyst

	<ul style="list-style-type: none"> • Business Administrator Specialist : Safer Custody Analyst • Business Administrator Specialist : Senior Case Administrator • Business Administrator Specialist : Communication and Events Administrator
Minimum Eligibility	<ul style="list-style-type: none"> • 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 considers to be racist.
Essential Skills/Qualifications/Accreditation/Registration	<p>Job holders must complete specific training in their specialism once they take up post.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh</p> <p>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</p> <p><u>Essential Skills:</u></p> <ul style="list-style-type: none"> • Able to deal effectively and assertively with staff at all levels • Able user of MS Word and MS Excel • Information collation and analysis

Hours of Work and Allowances	37 hour working week.
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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Making Effective Decisions
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.
Ability	

Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for the any job specific requirements and add if required.
Changing and Improving				
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Making Effective Decisions				