



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile: Business Administrator (BA)

Job Description: BA: Psychology

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JD Evidence	

Job Description

Job Title	BA: Psychology
Group Profile	Business Administrator
Organisation Level	Delivery
Band	3

Overview of the job	This is an administrative job in an establishment.
Summary	<p>The job holder will provide administrative support to the psychology function within the establishment.</p> <p>This is a non-operational job with no line management responsibilities. This role is rotational.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Complete correspondence – including applications, complaints, writing to courts and Police letters. • Draft monthly and annual management information reports, maintain databases and back-up copies. • Organise relevant inductions and interviews for the wider staff team. • Process requisitions for credit card purchases for books, stationery and courses. • Interact with staff located in other establishments to exchange information. • Integrate information from other files, relevant to psychology or interventions. • Monitor relevant assets such as laptop and memory stick allocation. • Collate information and attend various meetings. <p>Undertake other administrative tasks including:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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. <p>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.</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>
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Civil Service Success Profile Criteria

Behaviours	<p>(Note: We recommend you choose up to 6 behaviours. (Delete the behaviours you don't want to select from the list below.)</p> <ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	<p>(Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet. Copy and paste the names of your chosen strengths below.)</p>
Experience	
Technical requirements	
Ability	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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 consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p> <p>37 hour working week.</p>
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