



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile - Business Administrator (BA)

Job Description - BA : Programmes

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JD Evidence	

Job Description

Job Title	BA : Programmes
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 with specific administrative duties as associated with the delivery of Programmes.</p> <p>This is a rotational, non-operational job with no line management responsibilities.</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"> • Process programme referrals for individuals and checking they meet the criteria for suitability obtaining information from relevant databases. Liaise with relevant bodies informing of outcomes & progress chasing as required. • Maintain prisoner folders for all programmes ensuring they are up to date and compliant with audit requirements. • Collate a list of up to date personal officers and offender supervisors and notify them all of participants in specific programme. • Co-ordinate the department's diary, reviewing and rearranging dates and appointments for course facilitators. • Arrange group member information and offer letters inviting Probation and family members to review hearing and send details to security where appropriate. Liaise with security to confirm all security clearance has been approved. • Inform the Offender Management team of course refusals/non selection so that they can update individual sentence plans and relevant reports. • Maintain unit information database and assist in analysis to produce reports. • Develop and maintain video monitoring system and edit videos on IT programme and store securely. • Organise case reviews for relevant programmes and take minutes at relevant Case Reviews and any other meetings as required. • Draft monthly and annual clinical report, monitor treatment, maintain database and backup copies. • Collate regime monitoring figures from various sources into spreadsheets on a weekly basis to provide relevant management information. <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. • 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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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	<ul style="list-style-type: none"> • Job holders must complete specific training in their specialism once they take up post.

Ability	
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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 consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	37 hour working week
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