



HM Prison & Probation Service

HQ Job Description (JD)

Band 3

Directorate: Security, Order and Counter Terrorism

Job Description – Administrative Support – Approvals and Compliance Team

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Job Description

Job Title	Administrative Support - Approvals and Compliance Team
Directorate	Security, Order and Counter Terrorism
Band	3

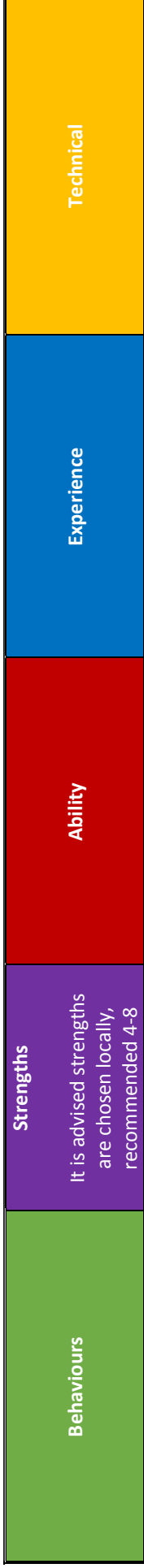
Overview of the job	<p>The Administration Support Adviser works as a member of the Approvals and Compliance team located in Newport. This team is responsible for making evaluative decisions in a range of substantial work areas on the suitability of applicants to work within the Ministry of Justice and HMPPS, including NPS. It contributes to the management of corporate risk in compliance with agreed policy and procedures. Working closely with the Head of Security Vetting located in London and Shared Services, as well as offering the opportunity to build relationships with individuals and agencies across the criminal justice landscape.</p> <p>Part of upscaling the work of this team requires additional administrative support. This job will ensure that other team members can concentrate fully on their responsibilities which should ensure this work can be delivered. The administrative responsibilities and duties associated with this role will enhance the effective functioning of this team as a whole.</p>
Summary	<p>This role will involve providing administrative support to this small team. This will include information management, maintaining and updating spreadsheets, providing regular data updates to other relevant parties and agencies, acting as a specific point of contact for enquiries regarding the general business of the team and co-ordinating meetings and training.</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"> • Maintaining, updating and developing various spreadsheets associated with this area of work. • Information management such as overseeing version control of manuals, formatting documents, recording research papers etc. • Provide support to colleagues with the collation, formatting, presentation, uploading and publishing of documents for internal and external distribution. • Maintaining information management systems. • Providing regular information and data updates about participation and completion of assessments and interventions to other stakeholders. • Liaising with stakeholders to receive data and information which is central to the business of the team. • Assisting in the co-ordination of supervision, training, meetings and procurement. • Sending information about our products when requested from staff within HMPPS and external stakeholders. • Acting as a specific point of contact for initial enquiries regarding the work of the team. • Produces information where required to adhere to timetabled reporting schedules. • Monitoring that all work and business within the team is compliant with existing policies. <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>

Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Making Effective Decisions • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Experience	
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Good organisational skills • Competent skills in using MS applications (e.g. ability to use and develop Excel Spreadsheets – including advanced functions such as pivot tables) • Good communication skills, both verbal and written • Accuracy is paramount • Ability to work independently and proactively • Is a team player with excellent interpersonal skills

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	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile



Changing and Improving		Good organisational skills	
Making Effective Decisions		Competent skills in using MS applications (e.g. ability to use and develop Excel Spreadsheets – including advanced functions such as pivot tables)	
Managing a Quality Service		Good communication skills, both verbal and written	
Delivering at Pace		Accuracy is paramount	
		Ability to work independently and proactively	
		Is a team player with excellent interpersonal skills	