



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile: Business Administrator (BA)

Job Description: BA: ID & Banking

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Job Description

Job Title	ID & Banking Administrator
Group Profile	Business Administrator
Organisation Level	Delivery 3
Band	3

Overview of the job	HMPPS is an executive agency of the Ministry of Justice (MOJ) responsible for managing prison and probation services in England and Wales. Its mission is to help prison and probation services work together to manage Prisoners through their sentences. HMPPS aims to rehabilitate individuals in its care through employment, skills and education activities. We are committed to these values to build a culture where everyone can thrive. The role will provide expert services in ensuring prisoners have access to identification documents (ID) and a bank account. These are important factors in being able to secure employment on release as part of HMPPS rehabilitation objective. This is a rotational, non-operational administrative role with prisoner contact and no line management responsibilities. The job holder will report directly to a Prison Employment Lead.
Summary	The job holder will deliver the ID and Banking Programme services, Providing right to work ID and a basic bank account to prisoners approaching release as detailed in the Employment on Release Policy Framework. Contributing to the organisations reducing reoffending objectives.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Assessing the need of all prisoners who may require right to work ID and/or a basic bank account and keeping record as per approved templates and digital systems • Assessing the eligibility of all prisoners who have requested ID and/or banking support via the HMPPS Programmes. • Supporting prisoners with applications via the Prisoner Banking Programme and ID Programme. This includes following the relevant procedures, managing enquiries, and acting as a single point of contact for applicants and programme partners. • Following the MOJ Government Procurement Card (GPC) Policy, including using approved templates to maintain financial records as necessary.

	• Supporting the collation of resettlement documentation by working with relevant leads across the prison to ensure information is collated ahead of release and providing administrative assistance in preparing prisoners for release where appropriate. • Reporting on data relating to application submissions, updates and their outcomes on an approved system. • Liaising with reception staff to ensure valuable items, including personal documentation, are securely stored and recorded on a prisoner's property card. • Liaising with external bodies and internal partners to ensure effective delivery of HMPPS Programmes and systems are updated. • Engaging with key stakeholders, including Offender Management Unit (OMU) and Department of Work and Pensions (DWP), to receive referrals to support a prisoners resettlement. • Supporting prisoners Release on Temporary Licence (ROTL) placements by signposting to appropriate bank account and ID support. • Supporting Prison Employment Leads in their capacity to identify and match candidates to job opportunities and administrative requirements of Employment Advisory Boards (EABs). • Proactively promoting Employment Hub initiatives across the prison to both prisoners and staff. The duties and 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 Welsh (where specified in Wales)
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Civil Service Success Profile Criteria

Behaviours	• Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
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Strengths	Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.
Experience	Job holders must complete specific training in their area once they take up post.
Technical requirements	
Ability	

Minimum Eligibility	<i>Please do not alter this box</i> • 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	<i>Leave Blank</i> To be used by the JES Team only
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