



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile - Business Administrator (BA)

Job Description – BA : Equality

Document Ref.	OR JES 112 JD B3 : BA : Equality v9.0
Document Type	Management
Version	9.0
Classification	Official
Date of Issue	14 th November 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

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

Overview of the job	This is an administrative job in an establishment.
Summary	The job holder will provide administrative support to the Equality Advisor, maintaining administration systems effectively and efficiently within specified timescales for the establishment. This is a rotational, non-operational job with no line management responsibilities.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • Process, collate and monitor the following: ○ Disability Incident Reporting Forms (DIRF) and other equality related applications and requests. ○ Annual equality reports/statistics, impact assessments, contributing to the monitoring and evaluation of the Equality Action Plan. ○ Outcomes and key findings for the Governor and Equality Management Team, monitoring the completion of all investigations within agreed timescales unless otherwise agreed with the Governor. ○ Monthly Systematic Monitoring and Analysis of Race Equality Template (SMART) data, highlighting issues to the Equality Management Team. ○ Organise and assist in the organisation of equality promotion events. • Review and monitor all local Equality policies in line with national policies. • Oversee and coordinate work on the establishment's Equality Action Plan and work with the establishment's Equality Action Team (DEAT) to achieve its objectives. • Make sure that all matters related to disability are recorded and arrangements are put in place where required. • Check documentation on Reception, to ensure all disabled and elderly prisoners are identified for a meeting to discuss needs if necessary. • Administer a system to enable prisoners to declare if they have any disabilities and require any reasonable adjustments. Contribute to business cases if special equipment is required to assist the prisoner. • Assist in local disability training, promoting staff and awareness on issues relating to disability.

	• Be a central source of information on relevant legislation, instructions, national and local policies and keep fully informed about current disability topics and learning disabilities. • Assist with focus groups for disabled prisoners and make the necessary arrangements. • Attend regional meetings to share best practice. • Carry out diversity related audits and report findings to the Senior Management Team (SMT). • Coordinate work on the establishment Equality Action Plan and gather data to underpin this. • Coordinate the data collection relating to types and levels of disability amongst prisoners. Undertake other administrative tasks including: • 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. 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. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
--	---

Behaviours	• 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	Job holders must complete specific training in their specialism once they take up post.
Ability	

Minimum Eligibility	• 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.
----------------------------	--

Hours of Work (Unsocial Hours) Allowances	37 hour working week.
--	-----------------------