



HM Prison & Probation Service

NPS Job Description (JD)

NPS Band 3

Directorate: National Probation Service

Job Description: MAPPA Administrator

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NPS Job Description

Job Title	MAPPA Administrator
Directorate	National Probation Service
Band	NPS Pay Band 3

Overview of the job	<p>The MAPPA Administrator provides administrative support and is accountable to the MAPPA Co-ordinator and/or Deputy MAPPA Coordinator.</p> <p>This is an administrative job within a multi-disciplinary team.</p>
Summary	<p>The jobholder will provide administrative support within a multi-agency setting in line with National MAPPA Guidance. The jobholder will also ensure that staff are supported through efficient processes and administration systems are maintained within specified timescales in order to promote the achievement of Strategic Management Board (SMB) objectives.</p> <p>To act as a point of contact for MAPPA within the area for the Responsible Authority agencies and the 'Duty to Co-operate' Agencies as delegated by the MAPPA Coordinator</p> <p>In line with NPS policies and procedures, the post holder must at all times demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position.</p> <p>This role may involve some out of hours work</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Responsible for maintaining accurate offender and victim information on relevant approved databases. • Ensure the effective administration of referrals into MAPPA from across a range of agencies in line with National MAPPA Guidance. • Prepare, maintain and collate case and other records, files and management information, in accordance with the standards required. • To provide statistical and other information/data as required. • Receive and distribute information and communications in an appropriate manner, e.g. telephone, paper, email. • Deal and communicate fairly, timely and effectively with Responsible Authorities and the Duty to Cooperate Agencies. • Organise the availability of appropriate resources, facilities and equipment for activities relating to the effective running of MAPPA. • Act as a point of contact within the unit including for specialist areas of work as required. • Maintain appropriate systems to ensure the effective use of general unit resources and make recommendations for improvement as necessary. • Attend meetings as appropriate. Provide support to meetings as required including organising agenda, comprehensive minute taking, and distribution of notes/minutes and action points. • To ensure that the principles in respect of information sharing and confidentiality are maintained as outlined in the MAPPA Guidance • Coordination and collation of meetings for internal and external attendees, booking rooms, arranging refreshments, preparing material, greeting visitors etc • Dealing with highly sensitive issues, acting with diplomacy and maintaining strict confidentiality at all times • Keeping up to date with changes in key external partnerships which relate to MAPPA arrangements

	<ul style="list-style-type: none"> • Ensure all activities are conducted in accordance with Health and Safety policies and procedures. Undertake equipment tests as required. • Carry out safeguarding children and safeguarding adult duties in accordance with the NPS statutory responsibilities and agency policies. • Work within the aims and values of NPS and HMPPS <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 • Working Together • Making Effective Decisions • Delivering at Pace • Managing a Quality Service • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8
Essential Experience	<ul style="list-style-type: none"> • Experience of meeting administration and ability to undertake accurate minute taking.
Technical requirements	<ul style="list-style-type: none"> • Good keyboard and IT skills including proficiency in MS Office Word and MS Office Excel.
Ability	<ul style="list-style-type: none"> • Ability to use recording databases, for example ViSOR, NDelius

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	
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Changing and Improving		Ability to use recording databases, for example ViSOR, NDelius	Experience of meeting administration and ability to undertake accurate minute taking.	Good keyboard and IT skills including proficiency in MS Office Word and MS Office Excel.
Working Together				
Making Effective Decisions				
Delivering at Pace				
Managing a Quality Service				
Communicating and Influencing				