



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Business Administrator (BA)

Job Description – BA: Management Coordinator

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JD Evidence	

Job Description

Job Title	BA : Management Coordinator
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 to the Governor and other senior staff, managing their appointments and keeping them informed of day- to-day issues as and when they arise.</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"> • Responds to and/or distributes correspondence relating to the Governor including internal and external documents • Co-ordinate the Governor and Deputy Governor's diary, including appointments for staff, managers, internal/external stakeholders and members of the public • Receive telephone calls on behalf of the Governor, ensuring any messages and requests for information are actioned • Manage Governor/Deputy Governor's emails; highlighting priority work to be actioned and responding to general enquiries • Co-ordinates the weekly movements sheet for the Senior Management Team • Maintain a log of all investigations and disciplinary hearings (fast track or full disciplinary), call witnesses and type transcripts of hearings • Transcribe and publish staff information notices and notices to prisoners and Governors / Operational Orders • Book accommodation and travel, as required for Governor, and other senior managers • Send out global emails as and when required to all staff and act as the intranet publisher for the establishment • 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

	<ul style="list-style-type: none"> • 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 the 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	
Ability	

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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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Changing and Improving				
Communicating and Influencing				
Working Together				
Managing a Quality Service				
Delivering at Pace				