



# HM Prison & Probation Service

## Job Description (JD)

### Band 3

## Group Profile – Business Administrator (BA)

### Job Description – BA : People Hub

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<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	BA : People Hub
<b>Group Profile</b>	Business Administrator
<b>Organisation Level</b>	Delivery 3
<b>Band</b>	3

<b>Overview of the job</b>	This is an administrative job in an establishment
<b>Summary</b>	<p>The jobholder will provide administrative support within the People Hub, ensuring that staff are supported through training, detail and all Human resource processes, maintaining administration systems within specified timescales for the establishment.</p> <p>This is a rotational, non-operational job with no line management responsibilities.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Undertake a share of the transactional activity associated with the People Hub. This includes processing most or all of the following categories of paperwork and inputting data ready for checking and onward transmission by the Hub Manager: <ul style="list-style-type: none"> <li>○ Training</li> <li>○ Attendance Management</li> <li>○ Staff Well Being</li> <li>○ Detail</li> <li>○ Self Assessment Reporting (SAR) engagement</li> <li>○ HR – Entry &amp; Exit Processes</li> <li>○ Staff Engagement</li> <li>○ SPDR markings</li> <li>○ Staff availability for escorts</li> <li>○ NVQ facilitation requests</li> <li>○ Staff Engagement Survey</li> <li>○ Payment Plus hours</li> <li>○ Staff Reward and Recognition</li> <li>○ Work Life Balance</li> <li>○ Staff Leave</li> <li>○ Vetting Contact Point</li> <li>○ Immunisation/First Aid co-ordination</li> </ul> </li> </ul> <p>Undertake other administrative tasks including:</p> <ul style="list-style-type: none"> <li>• Organise, produce and maintain accurate records for area of work</li> <li>• Act as contact point for all communications to the team. Prioritise and distribute communications to the appropriate person or relevant department in establishment</li> <li>• Complete monitoring returns for area of work</li> <li>• Input requisitions on to the finance database and process requisitions for defined area of work</li> </ul>

	<ul style="list-style-type: none"> <li>• Co-ordinate any awareness sessions for area of work</li> <li>• Prepare paperwork for checking by manager, conducting initial checks as required</li> <li>• Correspond with relevant stakeholders and agencies to ensure that they are aware of information so that information is adequately shared</li> <li>• Maintain and check establishment databases, manual filing systems and logs of information, responding within agreed timescales and producing reports as required</li> <li>• Collate information relating to relevant Service Delivery Indicators (SDIs)</li> <li>• Act as secretary to meetings as required including organising agenda, taking and distributing minutes and action points</li> </ul> <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 confidence through the medium of English or (where specified in Wales) Welsh.</p>
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<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Communicating and Influencing</li> <li>• Working Together</li> <li>• Managing a Quality Service</li> <li>• Delivering at Pace</li> </ul>
<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	
<b>Ability</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• 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.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	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				