



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Business Administrator(BA)

Job Description – BA: Security Intelligence Collator

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Job Description

Job Title	BA : Security Intelligence Collator
Group Profile	Business Administrator
Organisation Level	Delivery
Band	3

Overview of the job	<p>This is an administrative job in an establishment.</p> <p>All staff have a responsibility to safeguard and promote the welfare of children. The post holder must undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.</p>
Summary	<p>The job holder will provide administrative support to the Security and Intelligence Department maintaining administration systems within specified timescales for the establishment.</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"> • Collate, process and allocate intelligence- associated documentation including Security Information Report (SIRs) for investigation • Sending mobile phones, SIM cards and hardware discs (along with related documentation) to National Dogs Tactical Support Group (NDTSG), logging the information extracted beforehand • Assist the Intelligence Analyst by extracting and matching Security files with SIRs • Carry out back-ups for the Security Intelligence System, download data for the SIRs register to the National Intelligence Unit and perform data back-ups for the National Prisoner Information Number (PIN) Phone System • Collate and distribute monthly targets for searching and mandatory drug tests to all residential units • Undertake Violent Sex Offender Register (VISOR) administration • Co-ordinate translation of security related communications • Process on-line address searches, national police checks, data access requests and direct surveillance applications • Complete proforma to inform prisoner of withheld correspondence • Authorise visitor entry to the establishment and inform the gate staff in liaison with relevant line manager

- Submit requisitions for stores as necessary for the security area and staff
- Complete escort paperwork, including route forms, Prisoner Escort Records (PERs) and escape packs regarding security issues for court attendance
- Acts as the vetting contact point, meeting people to check identification and verify identity documents (provided as originals), liaising with Shared Service Centre to apply for security clearance
- Undertake Mandatory Drug Testing administration
- Log key register/key tallies/car park passes/car registrations
- Log security files (in and out) and assess risk content
- Log all security - related information including development nominals, stoppages of contact, Incident Reporting System (IRS) Input
- Disseminate reports to relevant stakeholders
- Monitor all mail, on both ad-hoc and intelligence- led basis
- Monitor and log issue of identification (ID) cards, including lost ID cards
- Monitor and log security clearance for prisoners working in workshops

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.

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	An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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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	NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Job holders must complete specific training in their specialism once they take up post.
Technical Requirements	
Ability	

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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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