



# HM Prison & Probation Service

## Group Profile: Business Administrator Band 3

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| <b>Document Type</b>  | Management                                    |
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| <b>Classification</b> | Official                                      |
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| <b>Status</b>         | Baselined                                     |
| <b>Produced by</b>    | Head of Group                                 |
| <b>Authorised by</b>  | Reward Team                                   |
| <b>JD Evidence</b>    |   |

### Group Profile

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|---------------------------|--|
| <b>Group Profile Name</b> | Business Administrator   |
| <b>Organisation Level</b> | <b>Delivery</b> - The jobs at this level will be task focused delivering defined activity or services. |
| <b>Band</b>               | 3  |

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| <b>Overview</b>  | <p>Job holders within this Group Profile provide administrative support to managers and frontline staff by undertaking transactional work in a particular area.</p> <p>The job holder is expected to be competent in their area of work, any specific qualifications or training required will be detailed in the relevant job description.</p> <p>This is a non operational role which may involve contact with prisoners depending on their area of work.</p> <p>This role has no line management responsibilities.</p>  |
| <b>Characteristics</b>                                 | <p>Typical tasks associated with this Group Profile include:</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> <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 (SDI's)</li> <li>• Act as secretary to meetings as required including organising agenda, taking, distributing minutes and action points</li> </ul> |
| <b>Job Descriptions relating to this Group Profile</b> | <p>The job holder once in post will be matched to a job description; a sample list is shown below. The post is rotational so the job holder could during their career carry out the role of different job descriptions.</p> <ul style="list-style-type: none"> <li>• Business Administrator : Activity Hub</li> <li>• Business Administrator : Business Hub</li> <li>• Business Administrator : Equality</li> <li>• Business Administrator : Estates</li> <li>• Business Administrator : Management Coordinator</li> <li>• Business Administrator : Offender Management Hub</li> <li>• Business Administrator : People Hub</li> <li>• Business Administrator : Programmes</li> <li>• Business Administrator : Psychology</li> <li>• Business Administrator : Safe Decent and Secure</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Business Administrator : Safer Custody</li> <li>• Business Administrator : Security Intelligence Collator</li> <li>• Business Administrator : Substance Misuse and Drug Strategy</li> <li>• Business Administrator : Healthcare</li> <li>• Business Administrator : Observation, Categorisation and Allocation (OCA)</li> <li>• Business Administrator : Establishment Television Systems</li> <li>• Business Administrator: Mobilisation, Transition and Transformation Administration Support</li> <li>• Business Administrator: Regional Admin support Wales</li> <li>• Business Administrator: Regional Estates Team</li> <li>• Business Administrator: Safe Decent and Secure Benchmark</li> <li>• Business Administrator: Equality Benchmark</li> <li>• Business Administrator: Safer Custody Benchmark</li> <li>• Business Administrator: Resettlement Worker Benchmark</li> <li>• Business Administrator: OMU Benchmark</li> <li>• Business Administrator: Regional Admin Support (North East)</li> <li>• Business Administrator: Regime Development</li> </ul> |
| <b>Minimum Eligibility</b>  | <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 considers to be racist.</li> </ul>   |
| <b>Essential Skills/Qualifications/Accreditation/Registration</b> | <p>Job holders must complete specific training in their specialism once they take up post.</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>Hours of Work and Allowances</b> | 37 hour working week |
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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>              | N.B. It is advised strengths are chosen locally, recommended 4-8.   |
| <b>Essential Experience</b>   |   |
| <b>Technical Requirements</b> | N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for any job specific requirements and add if required.                   |
| <b>Ability</b>                |   |

## Success Profile

| Behaviours                    | Strengths<br>N.B. It is advised strengths are chosen locally, recommended 4-8. | Ability | Experience | Technical<br><br>N.B these are the technical requirements for the group profile, please check the individual job description relating to this group profile for the any job specific requirements and add if required. |
|-------------------------------|--|---------|------------|--|
| Changing and Improving        |  |         |            |  |
| Communicating and Influencing |  |         |            |  |
| Working Together              |  |         |            |  |
| Managing a Quality Service    |  |         |            |  |
| Delivering at Pace            |  |         |            |  |