



# HM Prison & Probation Service

## Job Description (JD)

### Band 4

## Group Profile – Business Administrator Specialist (BAS)

### Job Description – BAS: Safer Custody Analyst

<b>Document Ref.</b>	OR-JES-2381-JD-B4 : BAS : Safer Custody Analyst v5.0
<b>Document Type</b>	Management
<b>Version</b>	5.0
<b>Classification</b>	Official
<b>Date of Issue</b>	16 April 2025
<b>Status</b>	Baselined
<b>Produced by</b>	Job Evaluation Assurance and Support Team
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

### Job Description

<b>Job Title</b>	BAS : Safer Custody Analyst
<b>Group Profile</b>	Business Administration Specialist
<b>Organisation Level</b>	Delivery
<b>Band</b>	4

<b>Overview of the job</b>	<p>This is a specialist 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>
<b>Summary</b>	<p>The job holder will provide support to the Safer Custody and Security Intelligence Departments. This will be through:</p> <ul style="list-style-type: none"> <li>• Assisting Safer Custody leads in the delivery of an effective Safer Custody focused intelligence and information system</li> <li>• Work alongside current Security teams to ensure focus is given to issues linked to Safer Custody of all types.</li> </ul> <p>They will be responsible for maintaining administration systems effectively and efficiently within specified timescales for the establishment</p> <p>This is a non-operational job with no line management responsibilities. This role is rotational.</p>
<b>Responsibilities, Activities and Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties and it is expected that this role will work alongside current post holders within Security Intelligence teams:</p> <ul style="list-style-type: none"> <li>• Analyse and evaluate information from a wide range of sources to support and inform decision making in the identification, reduction and prevention of Safer Custody issues and the management of related incidents. Where required, undertake further analysis on IRS and Mercury systems that require it when concerns are raised in relation to safer Custody topics.</li> <li>• Use information, data and trend analysis to actively ensure all staff in the establishment understand the position of safer custody issues both within the establishment, with comparator establishments and around the prison estate.</li> <li>• Produce a monthly Safer Custody Intelligence Report and disseminate it as required within the establishment,</li> </ul>

collating feedback, before presenting the report at the monthly Safer Custody Meeting and within security meeting forums. The report will cover all strands of safer custody to include Self Harm, Violence, Self – isolation, ACCT management etc to meet establishment priorities

- Regularly update line management regarding local, regional and national safer custody issues and any intelligence received which affects current delivery and prisoner support mechanisms.
- Make sure that all relevant intelligence and recording systems are updated, maintained, used appropriately and that staff involved in recording information are trained in its use as required
- Check safer custody information received from all sources, determine level of importance and recommend responses and solutions where necessary
- Collate and distribute monthly objectives from Safer Custody departments
- Deliver in-house training in information gathering related procedures (such as IRS & SIR) which will include both induction training for new starters and some specific on-going training which reinforces the need for all staff to understand the importance and impact of all Safer Custody themes.
- Liaise with other establishments, Law Enforcement groups and external agencies and to disseminate intelligence information linked to Safer Custody issues in line with local and national policies.
- Provide advice and guidance to the Safer Custody and Security Managers on current trends and issues.
- Brief & Liaise with all functional departments in relation to understanding and supporting Safer Custody objectives

Undertake other administrative tasks including:

- Organise, produce and maintain accurate records for the area of work
- Act as contact point for all communications to the Team, prioritise and distribute to the appropriate person or relevant department in the establishment
- Complete monitoring returns for the area of work
- Input requisitions on the finance database for purchases in the area of work
- Co-ordinate any awareness sessions for the area of work
- Prepare paperwork for checking by their manager, conducting initial checks as required
- Correspond with relevant stakeholders and agencies to ensure that they are aware of information and that it is adequately shared
- Maintain and check establishment databases, manual filing systems and logs of information with responses within timescales, producing reports as required
- Collate information on relevant Service Delivery Indicators (SDI's)

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	<ul style="list-style-type: none"> <li>• Arrange any meetings including the preparation of paperwork, 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>• Making Effective Decisions</li> </ul>
<b>Strengths</b>	NB: The below are for guidance only. It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	
<b>Technical Requirements</b>	<p>Job holders must complete specific training in their administrative specialism once they take up post.</p> <p>When transferring to a Young Persons establishment the job holder will be required to successfully undertake an assessment to demonstrate suitability to work with Young People.</p>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Able to deal effectively and assertively with staff at all levels</li> <li>• Able user of MS Word and MS Excel</li> <li>• Information collation and analysis</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 consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	37 Hour Week
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