



HM Prison & Probation Service

Group Profile: Business Administrator Band 3

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JD Evidence	

Group Profile

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

Overview	<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>
Characteristics	<p>Typical tasks associated with this Group Profile include:</p> <ul style="list-style-type: none"> • 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 (SDI's) • Act as secretary to meetings as required including organising agenda, taking, distributing minutes and action points
Job Descriptions relating to this Group Profile	<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"> • Business Administrator : Activity Hub • Business Administrator : Business Hub • Business Administrator : Equality • Business Administrator : Estates • Business Administrator : Management Coordinator • Business Administrator : Offender Management Hub • Business Administrator : People Hub • Business Administrator : Programmes • Business Administrator : Psychology • Business Administrator : Safe Decent and Secure

	<ul style="list-style-type: none"> • Business Administrator : Safer Custody • Business Administrator : Security Intelligence Collator • Business Administrator : Substance Misuse and Drug Strategy • Business Administrator : Healthcare • Business Administrator : Observation, Categorisation and Allocation (OCA) • Business Administrator : Establishment Television Systems • Business Administrator: Mobilisation, Transition and Transformation Administration Support • Business Administrator: Regional Admin support Wales • Business Administrator: Regional Estates Team • Business Administrator: Safe Decent and Secure Benchmark • Business Administrator: Equality Benchmark • Business Administrator: Safer Custody Benchmark • Business Administrator: Resettlement Worker Benchmark • Business Administrator: OMU Benchmark • Business Administrator: Regional Admin Support (North East) • Business Administrator: Regime Development
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 considers to be racist.
Essential Skills/Qualifications/Accreditation/Registration	<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>

Hours of Work and Allowances	37 hour working week
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	.
Essential Experience	
Technical Requirements	
Ability	

