



HM Prison & Probation Service

Job Description (JD)

Band 3

Group Profile – Business Administrator(BA)

Job Description – BA: Business Hub

Document Ref.	OR JES 227 JD B3 : BA : Business Hub v7.0
Document Type	Management
Version	7.0
Classification	Official
Date of Issue	15 th November 2022
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

Job Description

Job Title	BA : Business Hub
Group Profile	Business Administrator
Organisation Level	Delivery
Band	3

Overview of the job	This is an administrative job in an establishment.
Summary	<p>The job holder will provide administrative support to the Business Hub maintaining finance, performance and administrative 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"> • Undertake a share of the transactional activity associated with the Business Hub. This will include 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"> ○ Performance ○ Audit and Compliance ○ Finance (Stock taking/Prisoner monies, valuables/Receivables/Reconciling expenditure/Accruals/Outgoing pay/Inter-unit charges/Cashier) ○ Information Assurance ○ Measuring the Quality of Prison Life (MQPL) ○ His Majesty's Inspectorate of Prisons (HMIP) visits ○ Subject access requests ○ Official Correspondence ○ Complaints ○ Risk Register ○ Independent Monitoring Board (IMB) ○ Action Plans ○ Self-audit programme ○ Procuring goods ○ Vehicle maintenance ○ Personal Identity Number (PIN) Phone system ○ Ordering of staff uniform ○ Bank signatory ○ Fixed and local assets ○ Accounts Receivable ○ Inventory ○ Women Royal Voluntary Services ○ Canteen administration including Quarterly Review ○ IT administration

	<p>Undertake other administrative tasks including:</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 (SDIs) • Act as secretary to meetings as required including organising agenda, taking and, distributing minutes and action points <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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Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Managing a Quality Service • Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	
Technical Requirements	

Ability	
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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 consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	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				