

## Prison Support Staff - Reducing Reoffending

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**Department:** States of Jersey Prison Service – Reducing Reoffending Function

**Division:** Justice and Home Affairs

**Reports to:** Education Manager / Unit Manager Reintegration Team

**JE Reference:** JHA1027

**Grade:** 6

**JE Date:** 1/7/2020

### Job purpose

Provide a confidential, efficient and comprehensive administrative support to the Reducing Reoffending Team across the Reintegration and Education functions.

### Job specific outcomes

1. Provide confidential, efficient and comprehensive administrative support, being the administrative focal point for the functional heads and Head of Reducing Reoffending, preparing for relevant meetings and producing agendas/minutes.
2. Take responsibility for the collation of department data for reducing Reoffending, ensuring that information is provided for relevant Senior Management reports.
3. Maintain an accurate database of prisoner employment applications as coordinator of the Activities and Employment Board. Analyse the database and apply the Activities and Employment Policy on a weekly basis to advise and discuss prisoner employment allocations with Unit Managers, Senior Officers and the Head of Reducing Reoffending as necessitated by the prison regime.
4. Act as designated Exams Officer for relevant exam boards, invigilating at examinations for prisoners, as required. Complete relevant paperwork for student finance, open university and distance learning for prisoners, supporting them where required.
5. Hold the position of SQA Co ordinator for prisoners in partnership with the Senior Officer who holds the position of SQA Co ordinator for Staff Training.
6. Responsible for IT and information related duties, inclusive of assisting an external provider (IX Associates) with the production and maintenance of an effective prisoner intranet site using WordPress/SharePoint, uploading information as directed. With ownership as the department's superuser for the Prison Information system, add notes and information to the system as requested.
7. Add notes to the Prison and Probation Information Management System (PPIMS), with ownership as the department's PPIMS super user.
8. Place orders with Supply Jersey and order resources/materials through other suppliers

when necessary with a States of Jersey Purchase Card. Maintain accurate records by processing orders, checking receipt of goods and checking/paying invoices.

9. Display posters for educational courses, workshops or prisoner competition, ensuring all new prison receptions complete a library application form and show prisoners how to complete their maths and English assessments on the system.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training</i></p>	<p>Educated to "A" Level. Have a minimum of 5 GCSEs Grade A*C or 9-5 under the new GCSE specification. These must include English</p>	<p>A willingness to study for additional qualifications.</p>

<i>required.</i>	and mathematics.	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Comprehensive knowledge of Microsoft packages.</p> <p>Advanced knowledge of Excel spreadsheets and formulae.</p>	<p>Supply Jersey</p> <p>Office 365</p> <p>Knowledge of uploading documents onto an intranet.</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>ICT literate and confident. Fluency in English.</p> <p>Ability to use, maintain and update a database.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Proficient organisational skills.</p> <p>Ability to multi-task and work to tight deadlines.</p> <p>Effective oral and written communication skills.</p> <p>Excellent inter-personal skills.</p> <p>Flexibility, adopts a positive can do approach.</p> <p>Ability to work well as part of a team and independently.</p> <p>Ability to work using own initiative.</p>	
<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>At least 2 years' experience of working in an administrative role, ideally supporting a team or department.</p>	<p>Evidence of report writing, composing agendas and compiling minutes.</p>

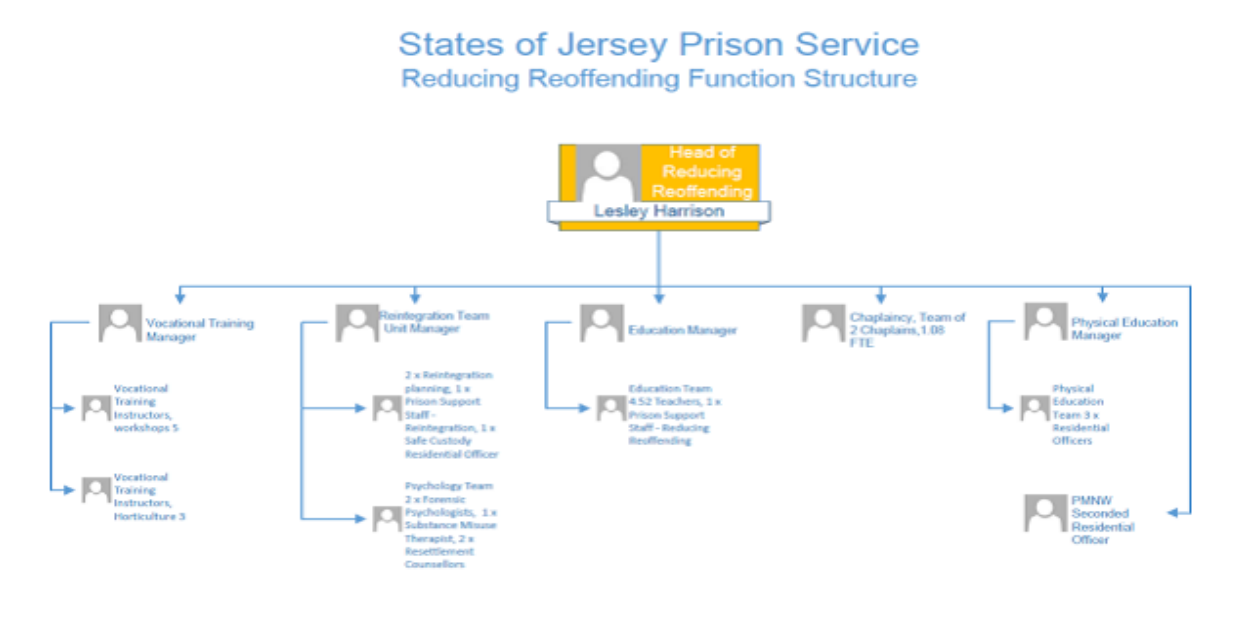
**Core Accountabilities, Attributes and Behaviour Indicators**

**Delete as appropriate:**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 6 core accountabilities attributes and behaviour indicators.

**The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.**

**Organisation chart**



**Date of Evaluation**      XXX

**Post Number**            XXX

**Post Band**                XXX