

# Job Description

**Job Title: PRaP Administrator**  
**Department: Programmes**  
**Grade: F9**  
**Location: Central London**  
**Responsible to: Compliance and Risk Manager**  
**Responsible for: None**

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

**Purpose of Post**

We are seeking an experienced data administrator to work across our Connect to Work Programme processing programme data through the DWP Provider Referral and Payment system (PRaP).

The PRaP Administrator will support the Connect to Work contract to ensure the smooth processing of participant records. Experience of the PRaP system and working on employment programmes would be beneficial, as would a passion for supporting people into decent work.

**Main Duties & Responsibilities**

1. Processing PRaP referrals and linking them to internal database records.
2. Update the PRaP system with information relating to participant progress
3. Liaise with our Delivery Partners regarding referrals
4. Keep Management Information System's updated in a timely and accurate manner adhering to contractual, commissioner and operational requirements.
5. Provide essential administrative cover and support.
6. Adhere to General Data Protection Regulations (GDPR).
7. Report any problems/issues that may arise whilst undertaking duties as soon as possible to minimise impact on the business
8. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
9. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post
10. To undertake any other duties that may reasonably be requested appropriate to the grade

# Person Specification

**Job Title:** PRaP Administrator

**Department:** Programmes

**Grade:** F9

**Trent Position number:** POS005038

**DBS Criterion:** Basic DBS check required

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

## Professional Qualifications / Relevant Education & Training

1. NVQ Level 3 Business Administration (or equivalent). (A)

## Experience Required

1. Experience of recording and processing data . (A,I)
2. Demonstrable experience of successfully working to targets. (I)
3. Experience of working in the welfare to work industry or similar (A,I).
4. Experience of working to specified targets, quality standards and compliance measures. (A,I)
5. Previous data entry experience and/or administration. (A,I)

## Technical Skills & Knowledge

1. Excellent working knowledge of computer software packages particularly those in the Microsoft Suite i.e., Word, Excel, PowerPoint, and Outlook. (A,I)
2. Excellent administration skills and an ability to produce accurate reports. (A,I)
3. Understanding of data protection and information security. (I)
4. Good organisational skills and time management (A,I)
5. Ability to work on own initiative and as part of a team. (I)
6. Excellent communication and presentation skills. (A,I)
7. Good standard of IT, literacy, and numeracy skills (A,I)
8. Organised and able to work under pressure (I)

### *(e.g. working hours if applicable)*

1. Monday, Tuesday, Wednesday, Thursday, Friday 9.15am – 5pm

## Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the***



***critterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary for this job is £32,000 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 9.15am - 5pm, 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



## **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

One month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

## **Sickness Absence and Pay**



The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.