

NUCLEAR SAFETY DIRECTORATE - BUSINESS MANAGEMENT SYSTEM			
BUSINESS SUPPORT CORE ADMINISTRATION FOREWORD		BSS/CAN/FWD	
		ISSUE 002	
Approved By: CAMG	CAMG	Issue Date: 07/06/2010	
Open Government Status: Fully Open		Review Date: 07/06/2013	

1. Purpose and scope

1.1 This section of the 'Business Support' Manual identifies NSD's key 'core administration' functions and describes how they are carried out. These functions have been grouped under five topic headings:

- 1) General Document Handling
- 2) Enforcement Policy (Process)
- 3) Finance and Planning
- 4) Emergency Arrangements
- 5) Overseas visits

1.2 It is important to note that there is also a substantial amount of supplementary guidance supporting these procedures. This guidance exists on both a Directorate and a Divisional team level. Where appropriate the 'core administration' procedures make clear references to this supplementary guidance.

2. POLICY

2.1 The procedures in the 'Core Administration' Manual will be used as a central training tool to facilitate the induction of new Band 6 personnel within NSD. However, the same documentation can and will be used to 'top up' the skills of experienced staff with any new ways of working. This will be of particular relevance should staff move around the Directorate via the ADRG process.

2.2 Regular reviews of staff training and development needs will be carried out in parallel with reviews of the 'Core Administration' procedures. This will ensure that identified improvements in the procedures are fed into the T&D review process. The net result of this will be the quick and speedy transition to best working practice and

continuous improvement.

2.3 The contents of this manual apply consistently across the Directorate as a whole, and therefore, it is essential that any identified improvements are discussed centrally, involving the Business System Manager, in order that their formal endorsement can be given.

2.4 Any changes to NSD's 'Core Administration' procedures must be discussed at the Admin Management Meetings (AMM). Band 5 and Band 6 involvement will be essential in this process, and to this end it is strongly encouraged that the Band 5 meetings and Divisional team briefs continue to be held on a regular basis.

2.5 The 'Core Administration' procedures will form the backbone of all Band 6 work plans. The standards (using the SMART principles) by which staff will be assessed are listed in both the procedures and the supporting supplementary guidance.

3. ROLES AND RESPONSIBILITIES

3.1 There are three distinct roles undertaken in carrying out NSD's 'Core Administration' functions. The management of their delivery is the main responsibility of the Admin Managers (Band 4), who meet regularly to discuss working practice and resource / staffing issues, all of which have a direct bearing on core administration. Band 4 managers are also responsible for endorsing any changes to working practice, although input from Band 5 and Band 6 staff is also essential.

3.2 Band 5 staff in NSD who have line management responsibilities are responsible for supervising the 'core administrative' work carried out in their Division.

3.3 NSD staff in job bands 4-6 are directly responsible for the execution of the procedures contained within the 'Core Administration' sub Key Business Activity.

3.4 In most cases Band 6 staff will adopt ownership of the procedures and the supplementary guidance listed in this manual, and will therefore be best placed to advise on any changes or improvements that may be identified. Band 6 staff will therefore have a duty to maintain the 'Core Administrative' procedures regularly throughout the year.

3.5 Any resulting changes or updating of procedures that are required

must be brought to the attention of the Business System Manager (BSM) via the Divisional B4 / B5s. The BSM will check to see that no duplicate document exists, and will manage the process for that document to become part of the Business Management System.