

UNCLASSIFIED

JOB SPECIFICATION (2010)		JSN	
Position Title	CSM HQ Company	Date Approved	16 FEB 26
Unit	6 RIFLES	Approved By	RCMO 6 RIFLES
Location	HQ Coy, 6 Rifles - Wyvern Barracks EXETER East Devon EX2 6AR	TLB	1XX
Establishment Type	Established Post	Rank/Grade	OR8 - WO2
Establishment/OET Ref		Service/Type/Arm	Army
UIN/SLIM/JPA PID	A6044A JPA PID: CSM 1523759	Exch/NATO/JSRL No	
Incumbent	Vacant	Staff/Command	
E-mail	N/A	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain		Primary Career Field	
1 st RO	Officer Commanding HQ Coy	Sub Field 1	
2 nd RO	Commanding Officer 6 RIFLES	Secondary Field	
3 rd RO	NA	Sub Field 2	
Unit Role: Reserve Infantry - 6 RIFLES is to provide formed companies and individuals for operations, act as a basis for regeneration and maintain strong links to the civil community.			
Position Role: Company Serjeant Major for HQ Coy, in a Light Role Infantry Battalion, split between Exeter, Paignton, Barnstaple.			
Responsibilities:			
1. To Support the Coy in the execution of the CO's and RSM's intent.			
2. To manage Sub-unit administration including personnel, weapons, vehicles, equipment and ammunition - in barracks, on training and on operations			
3. To oversee all aspects of the administration of the Companies Discipline, Dress Standards and Duties.			
4. To Support the management of Company welfare issues.			
5. To Advisor and Support the Coy Comd on all aspects of Coy business.			
6. To educate and develop JNCO's and SNCO in support of the RSMs direction.			
7. To carry out any additional tasks that may be required to support the company mission as directed by the CoC.			
Pre Appt/Deployment Trg: Operational Experience Desirable			
Domestic Considerations: Must be prepared to work at weekends and in the evenings across Coy locations			
Performance Attributes	Priority Component Features		
Leadership	Must be able to lead, motivate and provide an example to the Company. Must ensure Values and Standards are maintained in isolated Coy and Platoon locations. Must have the moral courage to enforce military discipline across all ranks in support of the RSM and the Army Values and Standards.		
Judgement	Must be able to take on the delegation of complex tasks and act within the 1up and 2up commanders' intent. Should be able to anticipate and resolve problems at reach.		
Management	Plans, organises and designates priorities effectively. Must be able to effectively manage the young Officers and Soldiers in the Company and oversee G1 – G9 requirements to maintain an effective force.		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
Education/Training	Type	Pri	Comments
Military Quals	WO2 ALDP ME	Essential	Can be complete in post if not already a Sub WO2
Other Quals/Competencies	PSBC	Desirable	
Experience			
Service/Arm/OGD	ARMY	Essential	
Operational	Any	Desirable	
	CQMS	Desirable	
	Inf PI Sjt	Desirable	
Fields/Trades	Infantry	Essential	
Environments			
Other Comments	The CSM must Command and manage the Company to enable the sub-unit to fulfil the Bn mission and tasks.		
Originator: Capt Muckle	Appt: PSAO	E-mail: 6RIFLES-CCOY-PSAO	Tel: +443001632314
Auth by 1 RO: Lt Col Bevan	Appt: CO	E-mail: 6RIFLES-BNHQ-CO	Date: 16 Feb 26

UNCLASSIFIED

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.