

PROTECT

JOB SPECIFICATION (2010)		JSN	
Position Title	CQMS	Date Approved	
Unit	2 R IRISH	Approved By	
Location	BELFAST	TLB	
Establishment Type	Established Enduring Post	Rank/Grade	
Establishment/OET Ref	61514 Version 37 dated 31 Mar 21	Service/Type/Arm	
UIN/SLIM/JPA PID	A6054C/01328477/1508938 B COY	Exch/NATO/JSRL No	
Incumbent	CSGT SCOTT B COY	Staff/Command	
E-mail		WTE/MSTAR	
Phone Number	9491 62766	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 <sup>st</sup> RO	PSAO	Sub Field 1	
2 <sup>nd</sup> RO	OC	Secondary Field	
3 <sup>rd</sup> RO		Sub Field 2	
<b>Unit Role:</b> Army Reserve Light Role Infantry battalion.			
<b>Position Role:</b> An FTRS (HC) post that is the sub unit focus for administration matters, which allows the unit to be supported in all areas of preparation for operations.			
<b>Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. The daily running of Coy Stores department.</li> <li>2. Deputise for RQMS in his absence.</li> <li>3. Control and Manage the following stores and accounts: Clothing Account, G1098 Account, Miscellaneous account, Loan store account, F&amp;L account, Expense account, Unit Spares account, STTE, White Fleet vehicles.</li> <li>4. The Receipt and Issue of Planned Repair Items to Bn Stores.</li> <li>5. Co-ordinate G4 support throughout the sub-units.</li> <li>6. Ensure all accounts and sub-unit accounts voucher series are as they should be and closed every 2 years.</li> <li>7. Maintaining the Special Stores register.</li> <li>8. Consolidate all Departmental Managerial returns</li> <li>9. Co-ordination sub-unit handovers.</li> <li>10. The movement of stores and unaccompanied baggage on overseas Exercises through the freight system.</li> <li>11. Environmental waste and procedures within the unit's locations.</li> <li>12. Controlling, demanding and issuing of Accountable Docs.</li> <li>13. Fulfilling a full range of duties based in Belfast, with no liability for compulsory Separated Service in the UK or overseas, with the exception of mandated training courses necessary for the current post or future progression. There are no limits on voluntary Separated Service.</li> <li>14. UNICOM/MJDI administrator.</li> <li>15. Acquit all Issue Transaction Summaries.</li> <li>16. SHEF</li> </ol>			
<b>Pre Appt/Deployment Trg:</b>			
<b>Domestic Considerations:</b> Must live within 30 miles of Abbots Croft ARC			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Initiative	Anticipate and solve problems		
Powers of communication	Able to brief concisely and effectively.		
Judgement	Sound judgement is an essential requirement		
Courage and values	Honesty, integrity and self-discipline are all requirements		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals			
Other Quals/Competencies	CQMS Cse	Essential	
Education	N&L Level 2	Essential	
Language			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Operational			
Staff			
Command			
Fields/Trades	CQMS		Would be beneficial if the individual had previous experience in post.

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Environments			
<b>Other Comments</b>	The CQMS post is an intense and rewarding post that requires an individual with a common sense approach, who has had previous experience in the G4 world.		
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<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col Baxter	<b>Appt:</b> CO	<b>E-mail:</b> simon.baxter875@mod.gov.uk	<b>Date:</b> 26 Sep 19

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