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|  **JOB SPECIFICATION (2020)** | **JSN** |  |
| **Position Title** | Regimental Quartermaster Sergeant (RQMS) MaintenanceRQMS M | 1295833 | **Date Approved** | 16 Nov 21 |
| **Unit** | Defence School of Policing and Guarding |  **Approved By** | Comdt DSPG |
| **Location** | Southwick Park, Fareham, PO17 6EJ |  **TLB** | Army  |
|  **Establishment Type** | AET |  **Rank/Grade** | OR8 (FTRS) |
| **Establishment/OET Ref** | 057448v5 | **Service/Type/Arm** | Army/RMP |
| **UIN/SLIM/JPA PID** | D0058C/ 515001/ 1295833 | **Exch/NATO/JSRL No**  |  |
| **Incumbent** |  WO2(OR8) AGC(RMP) | Staff/Command  |  |
| **E-mail** |  | WTE/MSTAR |  |
| **Phone Number** | 93835 4234/0239228 4234 | **Manning Priority** |  |
| **Security Status/Caveats** | SC  | **Assignment Length** |  |
| **Reporting Chain** | Mixed | **Primary Career Field** |  |
| 1st RO | QM DSPG (OF3, Army) | **Sub Field 1** |  |
| 2nd RO | Comdt DSPG (OF4, Army/RAF) | **Secondary Field** |  |
| 3rd RO | Comdt DCLPA (OF5) |  **Sub Field 2** |  |
| Unit Role: **To Deliver Trained and Motivated Police, Guard and Security personnel whilst exploiting joint training opportunities with best practice partners to meet the operational priorities of Defence.**  |
| **Position Role:** Provide logistic and infrastructure support to DSPG, in line with the unit role and Commandant’s intent. |
| **Responsibilities:**1. Conduct material accounting and management of the DSPG stores, ammunition, miscellanies and accommodation accounts in line with the Defence Logistic Framework (DLF).
2. Conduct Health, Safety and Environmental assurance. Responsible to QM and SHEF advisor, for the adherence to current H&S legislation and implementation of Army Safety policy.

3. Liaison with the Soft FM and the Hard FM contractors iot ensure that contracted outputs are achieved.4. Responsible for the adherence to current policy and Logistic support assurance audits, including the Ammunition, LSA&I, ASEMSA, Radiation audits.5. Electronic procurement Card Holder Responsible for local purchase of goods and services to support DSPG infrastructure and training.6. Conduct duties as the site Waste Manager to reduce site wastage in conjunction with the Soft FM provider. In adherence with MOD/DIO waste processes.7. Conduct Energy Warden Duties to reduce site wastage in line with MOD policy and provide education and explore new initiatives. 8. Deputise for the QM DSPG in their absence. 9. Complete other tasks as directed by QM DSPG. |
| **Pre Appt/Deployment Trg:** AARQMS |
| **Domestic Considerations:** SLA on site, SFA in local locations. |
| Performance Attributes | **Priority Component Features** |
| Professional Effectiveness | Ability to work under pressure with minimal supervision.  |
| Leadership | Must be confident, articulate and able to brief at all levels. Must be able to motivate staff for specialist project work, which has long term milestones and deadlines.  |
| Awareness and Understanding | Must be politically astute and aware of the Comdt’s intent. Must be able to relate to staff and trainees in an emotionally intelligent way.  |
| Values and Standards | Must behave in accordance with the code of conduct and set an impeccable personal example. |
| Education/Training | **Type** | **Priority** | Comments |
| Defence Competences | AARQMS | Essential |  |
| Other Quals/Competencies | Basic CofT, Radiation supervisor, H&S courses | Desirable | Can be completed in post |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army | Desirable |  |
| Operational | Any | Desirable |  |
| Staff |  | Desirable |  |
| Command |  | Desirable |  |
| Fields/Trades |  | Essential |  |
| Environments | Joint | Desirable |  |
| **Other Comments**DAngeR | Previous experience of logistics and infrastructure/facilities management, specifically liaison with MOD contractors and their suppliers, is preferable. |
|  **Originator:** Maj L Trueman  |  **Appt:** QM |  **E-mail:** lee.trueman634@mod.gov.uk | **Tel:** 93835 4342 |
|  **Auth by 2nd RO:**  |  **Appt:** Comdt |  **E-mail:**mike.alabaster556@mod.gov.uk | **Date:**  16 Nov 21 |