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JOB SPECIFICATION (2010)		JSN	
Position Title	Quartermaster	Date Approved	
Unit	NWOTR	Approved By	
Location	Manchester	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref	60022	Service/Type/Arm	
UIN/SLIM/JPA PID	A3849A / 01349565 / 1887985	Exch/NATO/JSRL No	
Incumbent	Capt L Gayle	Staff/Command	
E-mail	Llewellyn.gayle225@mod.gov.uk	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	XO NWOTR	Sub Field 1	
2 nd RO	CO NWOTR	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Develop the leadership potential of selected students and Army Reserve potential officers, and to promote the Army's ethos and career opportunities in order to secure commitment to the Army, first as officers, but also as future leaders in their chosen profession who will champion the Army in society.			
Position Role: Assurance Management of all G4 matters and regimental estate			
Responsibilities:			
<ol style="list-style-type: none"> 1. Advise the Commanding Officer on all G4 related matters. 2. Act as the unit equipment manager. 3. Management of all account on charge to the unit, ET, MJDI, JAMES, CP&F & Clarity 4. Manage the daily administration of all equipment on charge to the unit. 5. Report/have input on all G4 personnel within the unit. 6. Act as the unit H&S & Environmental advisor and liaise with outside agencies and contractors. 7. Act as the units MTO on all transport matters. 8. Conduct unit management checks. 9. Prepare the Regt for all mandatory Audits including LSA&I, LEA, ASEMSA, FHPA. 10. Act as the unit radiation Officer 			
Pre Appt/Deployment Trg: none			
Domestic Considerations: Must be prepared to support OTR Annual camp and OTXs as directed by the Commanding Officer and may be required to support unit training (one evening per week and one to two weekends a month).			
Performance Attributes	Priority Component Features		
Leadership	Set an example consistent with service value and standards, demonstrate responsibility for those under command, motivate others to embrace changes when change is required		
Professional effectiveness	Carry out the full range of task effectively, showing clear understanding of the professional environment, seek to enhance professional knowledge and understanding of new technology and developments.		
Management	Plan, organise and designate priorities effectively, allocate resources efficiently and optimise capability within constraints		
Initiative	Display enterprise and is willing to take appropriate action, anticipate and resolve problems		
Education/Training	Type	Pri	Comments
Military Quals	QM CSE MTO A qual Radiation MJDI H&S Equip care cse CP&F JAMES Clarity User BAMs ARMS 2	Essential Essential Desirable Desirable Essential Desirable Desirable Desirable Desirable Desirable Desirable Desirable	To be completed within 6 months To be completed within 1 yr To be completed within 1 yr To be completed within 6 months To be completed within 6 months
Other Quals/Competencies			
Education			
Language			

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

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Experience			
Service/Arm/OGD	Army		
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other Comments			
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