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JOB SPECIFICATION (2010)			JSN	
Position Title	RAO		Date Approved	
Unit	206 (NW) MMR		Approved By	
Location	MANCHESTER, UK		TLB	1 (UK) Div
Establishment Type	Established		Rank/Grade	OF3
Establishment/OET Ref	61380 ver41 01-Oct-2022		Service/Type/Arm	Army/E1
UIN/SLIM/JPA PID	A3807A /00575863 /1797439		Exch/NATO/JSRL No	
Incumbent	Maj R Nicholson		Staff/Command	
E-mail			WTE/MSTAR	
Phone Number	94552 8940		Manning Priority	
Security Status/Caveats	SC		Assignment Length	24 Months
Reporting Chain	Army		Primary Career Field	Human Resources
1 st RO	2IC 208 FD HOSP		Sub Field 1	MS/CM
2 nd RO	CO 206 (North-West) MMR		Secondary Field	
3 rd RO			Sub Field 2	
Unit Role: To provide elements designated by HQ 2 Med Bde at R5 with the remainder at R7 and BPT provide other force elements to Operations as required.				
Position Role: FTRS(HC)-Regimental Administration Officer				
Responsibilities: <p>RAO. Responsible to the Commanding Officer for the co-ordination, control and management of the prompt and efficient administrative support for 206 (NW) MMR.</p> <ol style="list-style-type: none"> G1 Responsibilities. Deliver HR Administration including attendance-based pay. Audit Public and Non-Public Funds including I Expense claims. Secretary Fund Management Board. Civilian HR Advisor. Oversee Mobilisation of Unit personnel Line manage ROSO and RCMO. Lead SPS Reserve Detachment. Line manage RHQ Civilian Staff. Resettlement Briefing Officer Data Protection Officer. Information Manager. Casualty Notifying Officer. 				
Domestic Considerations: Required to visit sub units within NW England. To be available some Tue evenings and occasional weekend. To undertake Ord Offr and CNO/CVO duties as and when required				
Performance Attributes	Priority Component Features			
Adaptability and Initiative	Creates and grasps opportunities for improvements. Anticipates and resolves problems			
Delivering Results	Plans, organises and designates priorities effectively, manages resources appropriately.			
Communication and Influence	Produces logical, fluent, convincing and accurate written work. Displays good oral communication ability to inform and convince			
Leadership	Must role model Service behaviours and lead by example, intelli			
Education/Training	Type	Pri	Comments	
Military Quals	RAO Course	Essential	If not already held, postholder must commit to attending RAO course within first 6 months of appointment	
Other Quals/Competencies				
Education	ISCS(L)	Desirable		
Language				
Experience				
Service/Arm/OGD	AGC SPS	High		
Operational	Any	Medium	operational experience desirable	
Staff	SQ	Desirable		
Command				
Fields/Trades	HR	High	AGC SPS	
Environments	AMS	Desirable		
Other Comments	This post is ideally suited for a AGC SPS Officer who has been employed as an RAO. Experience of working with the Army Reserve is highly desirable			
Originator: AD McFarlane	Appt: RCMO 206 (NW) MMR	E-mail: tony.mcfarlane990@mod.gov.uk		

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Auth by 2nd RO: [DL Haddock]	Appt: [CO 206 (NW) MMR]	E-mail: [Diane.Haddock192.gov.uk]	Date: 13/12/22
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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.