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| **JOB SPECIFICATION (2010)** | | | | | | **JSN** | | |  |
| **Position Title** | Permanent Staff Admin Officer (PSAO) | | | | | **Date Approved** | | | 23 Sep 22 |
| **Unit** | 159 Regt RLC, 294 Sqn | | | | | **Approved By** | | | Lt Col Heather |
| **Location** | Prince William of Gloucester Camp Grantham  NG31 7TJ | | | | | **TLB** | | |  |
| **EstablishType** | Established Post | | | | | **Rank/Grade** | | | OF2 |
| **Establ/OET Ref** | 803027 | | | | | **Service/Type/Arm** | | | FTRS |
| **UIN/SLIM/PID** | A2508A / 2175085 | | | | | **Exch/NATO/JSRL No** | | |  |
| **Incumbent** |  | | | | | ***Staff/Command*** | | |  |
| **E-mail** |  | | | | | ***WTE/MSTAR*** | | |  |
| **Phone Number** | Mil 94424 8617 | | | | | **Manning Priority** | | |  |
| **Security/Caveats** | SC | | | | | **Assignment Length** | | | 36 Months |
| **Reporting Chain** | Army | | | | | **Primary Career Field** | | |  |
| 1st RO | OC 294 Sqn | | | | | **Sub Field 1** | | |  |
| 2nd RO | CO | | | | | **Secondary Field** | | |  |
| 3rd RO | N/A | | | | | **Sub Field 2** | | |  |
| **Unit Role: - To provide trained logistic soldiers to support operations, training and Defence Engagement** | | | | | | | | | |
| **Position Role:** Permanent Staff Admin Officer (PSAO) | | | | | | | | | |
| **Responsibilities:** | | | | | | | | | |
| Recruiting – Ensure that sqn manning is managed in line with current regulations in preparation to fulfil the Regt commitment to Ops. Liaison with CAPITA on all recruiting matters. | | | | | | | | | |
| G1 administration of all troops pay and TACOS. Re-engagement and change of contract management. | | | | | | | | | |
| Line Management for Civil servants, incl all pay, union and leave issues. | | | | | | | | | |
| SFA on Non Public Funds and preparation of accounts for inspection. | | | | | | | | | |
| Attend all unit meetings across the G1-9 spectrum ensuring that the sqn command is kept fully briefed. | | | | | | | | | |
| Sub Unit welfare officer giving 1st line support on all matters. | | | | | | | | | |
| Responsible for conducting site Head of Establishment (HOE) duties on behalf of CO in accordance with ACSO 1105 (infra/SHE/Security). | | | | | | | | | |
| Sqn level management of ResPO training in conjunction with CAPITA and local UOTC. | | | | | | | | | |
| **Pre Appt/Deployment Trg:** | | | | | | | | | |
| **Domestic Considerations:** Flexibility to work late nights and weekends. | | | | | | | | | |
| **Performance Attributes** | | **Priority Component Features** | | | | | | | |
| Leadership | | Inspires, influences, directs and supports those under their command in all operational or routine activities in all circumstances | | | | | | | |
| Management | | Able to plan, organise and designate priorities effectively | | | | | | | |
| Reliability | | Displays loyalty, trustworthiness, conscientiousness and consistency. | | | | | | | |
| Judgement | | Ability to interpret Comd direction and service policy in a pragmatic manner | | | | | | | |
| Powers of Communication | | Must have excellent interpersonal skills and experience of coaching and mentoring. | | | | | | | |
| Courage and Values | | Demonstrates physical and moral courage. Resolve to make and implement sound ethical decisions | | | | | | | |
| **Education/Training** | | **Type** | | **Pri** | | | Comments | | |
| **Military Quals** | | USO / SHEF Man | | Essential | | | Can be obtained in post | | |
| Other Quals/Competencies | | CNO / CVO / Fund Manager | | Essential | | | Can be obtained in post | | |
| Education | | Computer Literate in Microsoft Office Suite | | Essential | | | Can be obtained in post | | |
| Language | |  | |  | | |  | | |
| ***Experience*** | |  | |  | | |  | | |
| Service/Arm/OGD | | Any | | N/A | | |  | | |
| Operational | | Yes | | Desirable | | |  | | |
| Staff | | Yes | | Desirable | | |  | | |
| Command | |  | |  | | |  | | |
| Fields/Trades | | Any | |  | | |  | | |
| Environments | | G1,G2, G4 – A Reserve | | Desirable | | |  | | |
| **Other Comments** | |  | |  | | |  | | |
|  | |  | | | | | | | |
| **Originator: WO1 Bierton** | | | **Appt: RCMO** | | **E-mail: robert.bierton160@mod.gov.uk** | | | **Tel: 94423 8919** | |
| **Auth by 2nd RO:** | | | **Appt:** | | **E-mail: Adam.Heather868@mod.gov.uk** | | | **23 Sep 22** | |