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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** |  |  |  |
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|  **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** |