

## REGIMENTAL ADMINISTRATIVE WARRANT OFFICER – JOB DESCRIPTION

JOB SPECIFICATION (2019)		JSN	
Position Title	Regimental Administrative Warrant Officer (RAWO)	Date Approved	
Unit	Queen's Own Yeomanry (QOY)	Approved By	
Location	Newcastle-Upon-Tyne	TLB	HQLF
Establishment Type	Established Post	Rank/Grade	OR8/WO2
Establishment/OET Ref	8005 (61521) 26 Jun 2019	Service/Type/Arm	Army/AGC(SPS)
UIN/SLIM/JPA PID	A2912A/01356857/1903851	Exch/NATO/JSRL No	
Incumbent	24618641 WO2 JA Cairns	Staff/Command	
E-mail	<a href="mailto:John.Cairns981@mod.gov.uk">John.Cairns981@mod.gov.uk</a>	WTE/MSTAR	
Phone Number	94271 3123	Manning Priority	
Security Status/Caveats	SC/Nil	Assignment Length	60 months
Reporting Chain	Army	Primary Career Field	HR Admin
1 <sup>st</sup> RO	RAO QOY	Sub Field 1	
2 <sup>nd</sup> RO	CO QOY	Secondary Field	
3 <sup>rd</sup> RO	N/A	Sub Field 2	
<b>Unit Role:</b> Reserve Formation Reconnaissance Regiment. To deploy personnel in support of operations both overseas and in the UK with Regular units as individuals and as contingents.			
<b>Position Role:</b> Management of all unit personnel administrative procedures			
<b>Duties:</b> <ol style="list-style-type: none"> <li>1. Implement documentation and administration policy as directed by the RAO.</li> <li>2. Supervision of the delivery of personnel administration for all Service Personnel across the Regiment.</li> <li>3. Management of the provision of staff and administrative support to RHQ in barracks and in the field, including discipline cases.</li> <li>4. Technical line management of all civilian admin staff across the Regiment, and delivery of STA training for SPS(R) personnel. This will require visits to sub-unit locations and Annual Continuous Training (ACT) events.</li> <li>5. Information Support Officer (ISO) responsible for management of the Regimental I-Hub and SharePoint site.</li> <li>6. Provide support to RHQ for the preparation of unit personnel for mobilisation on operations.</li> <li>7. Deputise as Imprest Account Operator and Regimental Accountant in the absence of the FSA.</li> <li>8. Personnel Vetting Records Officer (PVRO).</li> </ol>			
<b>Pre Appt/Deployment Trg:</b>			
<b>Domestic Considerations:</b>			
Performance Attributes	Priority Component Features		
Management	Manages change effectively. Plans, organises and designates priorities effectively.		
Professional Effectiveness	Carries out the full range of tasks effectively. Shows clear understanding of professional environment.		
Effective Intelligence	Exercises flexibility of thought and action. Adapts to new circumstances and brings to bear both common sense and innovation.		
Powers of Communication	Displays good oral communication, ability to inform and convince. Produces logical, fluent, convincing and accurate written work.		
Education/Training	Type	Pri	Comments
Military Quals	Mil Pers Admin CI 1	Essential	
Other Quals/Competencies	SSA PMMH Imprest Operator ISO PVRO AABB or Regt Acct	Desirable Desirable Essential  Essential Essential Essential	
Education			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Staff			
Command			
Fields/Trades	G1	Essential	Previous experience in RAWO role
Environments	RAO	Essential	Prior experience as a RAWO in the Reserve or Regular Army.

**Other Comments:**

**Military Appointment.** This FTRS(HC) appointment MUST remain a military SP post due to the contract type and by the nature of the role required in a Lt Cav Regt.

**Normal working environment.**

<b>Originator:</b>	<b>Appt:</b> RCMO QOY	<b>E-mail:</b> Mark.Hey371@mod.gov.uk	<b>Tel:</b> 94721 8854
<b>Auth by 2<sup>nd</sup> RO:</b>	<b>Appt:</b> CO QOY	<b>E-mail:</b> QOY-RHQ-CO	<b>Date:</b> 22-08-19