

OFFICIAL SENSITIVE - PERSONAL

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

OFFICIAL SENSITIVE - PERSONAL

OFFICIAL SENSITIVE - PERSONAL

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 Berton	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