

UNCLASSIFIED

| JOB SPECIFICATION (2010) | | JSN | |
|---|--|-----------------------------|--|
| Position Title | Permanent Staff Administration Officer (FTRS (HC)) | Date Approved | |
| Unit | 243 MMR | Approved By | |
| Location | EXETER | TLB | |
| Establishment Type | ESTABLISHED POS | Rank/Grade | |
| Establishment/OET Ref | | Service/Type/Arm | |
| UIN/JPA PID | A3811A/2289238 | Exch/NATO/JSRL No | |
| Incumbent | WO1 ENGLAND | Staff/Command | |
| E-mail | 243MMR-219-PSAO | PSAOWTE/MSTAR | |
| Phone Number | | Manning Priority | |
| Security Status/Caveats | SC | Assignment Length | |
| Reporting Chain | | Primary Career Field | |
| 1 st RO | Regimental Administrative Officer | Sub Field 1 | |
| 2 nd RO | Commanding Officer | 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 to be prepared to provide other force elements to operations as required. | | | |
| Position Role: Permanent Staff Administration Officer - lead administrator for 219 Sqn (Exeter) | | | |
| Responsibilities: | | | |
| <ol style="list-style-type: none"> 1. G1 – Administration of Reserve Pay & Allowances and supervision Reserve Soldier Documentation. 2. G1 – BPT support the ROSO/ReMSO in delivering Recruiting and retention for the Sqn. 3. G1 & G4 – Day to day management of the Det including real estate and perm staff inc 1RO for Civilian HR Clk. 4. G1 – Mobilisation of Reservists by working in conjunction with PSI (G7) and ROSO (all other G functions including Welfare). 5. G1 – G4 Inspections. Manage/support as directed by RHQ or higher formation. 6. G7 – Assist with the implementation of CO's training directive by supporting the OC and PSI in organising Sqn trg. 7. G8 – Sub unit POC for Public Funds matters and Non-Public Service Fund Manager for the Sqn. | | | |
| Pre Appt/Deployment Trg: Service Funds (Non-Public) accounts. | | | |
| Domestic Considerations: 1. If required in role available to attend Regt weekends and short notice conferences. 2. Living within realistic geographical proximity to Exeter | | | |
| Performance Attributes | Priority Component Features | | |
| Professional Effectiveness | The ability to maintain high standards as an officer. | | |
| Powers of Communication | The ability to articulate both verbally and within written / typed material. Maintain a consistent and effective communication link with your CofC and subordinates. | | |
| Judgement | The ability to make balanced decisions as an officer. | | |
| Education/Training | Type | Pri | Comments |
| Mil Quals | MK2 | Desirable | Advice and support to Detachment Officers |
| Other Quals/Competencies | CHURCHILL | Desirable | Some experience/knowledge an advantage |
| Education | | | |
| Language | English | Essential | |
| Experience | | | |
| Service/Arm/OGD | Any/HR Admin/AMS | High | Applicants must have a good knowledge and understanding of the Reserve Army, RAMS and the mobilisation processes |
| Operational | AMS | Desirable | Operational experience within R2/3 an advantage |
| Staff | HR | Desirable | |
| Command | | | |
| Fields/Trades | HR/G4/G7 | Desirable | JPA HR Admin / CHURCHILL |
| Environments | | | |

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.

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| Other Comments | Although the Applicant must have a strong background in administration of G1 matters and have an understanding of Reserve administration procedures, both personnel and financial, this is not solely a G1 role. A successful PSAO should be able to manage the administration of a sub unit in addition to the responsibility for day to day management of the G3/G4/G7 elements. The post is ideally suited to officers with a broad G1/G4/G7 background. However, experienced Warrant Officers with a similar background may also wish to apply. Warrant Officers should previously have been recommended for a Late Entry commission. | | |
| Originator: | Appt: RCMO | E-mail: aaron.simons980@mod.gov.uk | Tel: 93550 x 8236 |
| Auth by 2nd RO: | Appt: CO | E-mail: David.thomas287@mod.gov.uk | Date: 19 Mar 26 |

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