

UNCLASSIFIED

| JOB SPECIFICATION (2010) | | JSN | |
|---|--|-----------------------------|-----------------|
| Position Title | Regimental Administrative Warrant Officer (RAWO) | Date Approved | |
| Unit | Bristol UOTC (BrUOTC) | Approved By | |
| Location | BrUOTC, Whiteladies Road, Clifton, Bristol, BS8 2LG | TLB | |
| Establishment Type | Established Post | Rank/Grade | |
| Establishment/OET Ref | FTRS(HC) | Service/Type/Arm | |
| UIN/SLIM/JPA PID | A4154A/1356886/1853684 | Exch/NATO/JSRL No | |
| Incumbent | WO2 Tomlinson | Staff/Command | |
| E-mail | Alistair.Tomlinson760@mod.gov.uk | WTE/MSTAR | |
| Phone Number | | Manning Priority | |
| Security Status/Caveats | Security Check | Assignment Length | 24mths |
| Reporting Chain | Army | Primary Career Field | Pers |
| 1 st RO | 2IC Maj G Fulford REME | Sub Field 1 | |
| 2 nd RO | CO Lt Col A Ficke RIFLES | Secondary Field | |
| 3 rd RO | | Sub Field 2 | |
| Unit Role: Develop the leadership potential of selected students and Army Reserve potential officers, and to promote the Army's ethos and career opportunities in order to secure commitment to the Army, first as officers, but also as future leaders in their chosen profession who will champion the Army in society. | | | |
| Position Role: Responsible for the provision of organisational first line administration and documentation output in accordance with DSPS(A) policy and current regulations. | | | |
| Responsibilities: <ol style="list-style-type: none"> 1. Manage, supervise and train unit administrative staff; comprised of civilian Admin Officer and Admin Assistance, and two Reserve JNCO HR administrators. 2. Operate unit public funds, including cash, COM and EPC. 3. Support the Adj/RAO to manage the Unit in accordance with the UAM, including management reports, postal, travel, pay and allowances, personal documents. 4. Lead on all Reserve pay issues including RAPS assurance, issue resolution and bounty payment. 5. Champion the Army Leadership Code and unit Supervisory Care Directive. 6. Provide G1 technical advice and support to the unit CoC. 7. Act as Unit A/RCMO (Systems Administrator including 8005 administration), Information Support Officer (iHub and SharePoint Administrator) and Assistant UWO (including PPMIS/WISMIS Administrator), PIRM and PVRO. 8. Be an active member of the WOs' Sgts' Mess, support wider unit activities such as sports and adventurous training. | | | |
| Pre Appt/Deployment Trg: AABB, RCMO Res, RMAS SSCC, PVRO, Imprest Op, Assistant UWO cse. | | | |
| Domestic Considerations: Weekly attendance on training nights is expected during the academic term. Weekend work is required during the recruiting period in Sep and Oct. Deployment on the Annual Continuous Training Period is expected. Flexible working is an option; many full time staff work from home when compatible with managerial and training activities. Nights out of bed are expected to attend mandatory courses. | | | |
| Performance Attributes | Priority Component Features | | |
| Leadership | Role models the Service behaviours and leadership code, providing a credible and competent example. Sets and communicates clear objectives, motivating and, where applicable, managing and developing others. Handling Ambiguity - Able to ascertain key information and working boundaries within ambiguous or ill-defined situations, providing a clear and confident direction on the way forward. Emotional Intelligence - Demonstrates self-awareness and regulation of own emotions, able to empathise with others and demonstrates social skills enabling good working relationships. | | |
| Professional Effectiveness | Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required. Resource Management - Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes. Achieving Results - Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives. | | |
| Initiative | Innovation and Initiative - Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement. Effective Intelligence - Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output. Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the environment. | | |
| Breadth of perspective | Considers the implications, both at a strategic or local level, of actions and decisions whilst appreciating the broader context. | | |
| Education/Training | Type | Pri | Comments |

| | | | |
|--------------------------|-----------------------------------|------------------------|---|
| Military Quals | AABB, RCMO, PVRO, SSA, IMPREST Op | Essential | SSA can be completed in role |
| Other Quals/Competencies | MODNET PVRO | Desirable Desirable | If not trained in these areas then must undertake suitable training within 3 months of taking up the appointment. |

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

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| Education | | | |
| Language | | | |
| Experience | | | |
| Service/Arm/OGD | AGC(SPS) | Essential | AGC(SPS) E2 post. |
| Operational | | | |
| Staff | | | |
| Command | | | |
| Fields/Trades | | | |
| Environments | Training Estab / Res unit | Desirable | Experience of working in a Training or a Reserve unit an advantage |
| Other Comments | BrUOTC delivers a leadership, military and adventure training to university students. The pace peaks at the start of the autumn term and in the run up to the annual summer exercise, that each bookend the weekly training nights and 7 training weekends. To balance the busy period; activities are forecasted and rarely move, and there are quieter periods during the holiday and exam periods. | | |
| Originator: Maj G P Fulford REME | | Appt: 2IC BrUOTC | E-mail: Giles.Fulford616@mod.gov.uk |
| Auth by 2nd RO: Lt Col AJG Ficke RIFLES | | Appt: CO, BrUOTR | E-mail: Alexander.Ficke771@mod.gov.uk |
| | | | Tel: +44 (0)3001 583770 |
| | | | Date: 5 Apr 23 |

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