Job: PSAO - OFFICIAL

Job Details	
Job PID	1501558
Job Name	PSAO
Organisation Name	4 YORKS A COY
Talent Management	
Location Name	Hull (Halifax Barracks)
Unit Role	Personnel Support Supervisor
Job Role	Personnel Support Supervisor
Version Status	Current
Security Clearance	
Future Availability Date	22-SEP-2026
Rank	OF2
Target Fill Date	22-SEP-2026
Service Number	Not Displayed
Unit Identification Number	A6048D
Service	ARMY
Domain	Infantry
Career Field	NS
Sub Career	NS
TLB	
Profession Name	Personnel
Specialisation	Personnel Operations
Minimum Medical Standard	
Tour Length	
Preferred Gender	
Job Status	Draft
Operation Type	
Operation Name	
Operation PID	
Environment	
Job Priority	
Regulated Activity	

Unit Function & Job Definition	
Unit Role	
Job Definition	An OF2 responsible to the OC and RAO for the daily administration of all SP and civil service within the Sub-Unit
Employer Overview	

Job Considerations
Domestic Considerations
Domestic Considerations 2
Employer Comments
Employer Comments 2

Pre Employment Training
Pre Employment Training 1
Pre Employment Training 1 Priority
Pre Employment Training 2
Pre Employment Training 2 Priority
Pre Employment Training 3
Pre Employment Training 3 Priority

JPA Competence
Competency 1 **Competency Level 1** **Competency 2** **Competency Level 2** **Competency 3** **Competency Level 3** **Competency 4** **Competency Level 4** **Competency 5** **Competency Level 5**

Key Responsibilities

Responsibility No	Responsibility Description
1	Supervise all Sub-Unit G1, pers admin activity, inc mobilisation, pay and the the use and administration of MYADMIN.
3	Conduct the duties of Sub-Unit Security Officer and H&S adviser for the estate.
5	Conduct the duties of LSO and site lead for all IT matters
6	Act as Sub-Unit lead for all employer engagement activities
7	Act as line manager for all civil service employees and be prepared to act as 1RO and/or 2RO if required for Military SP.
8	Use specified IT systems to manage all medical and dental administration to ensure full deployability of all Sub-Unit SP.

Skills

Skill Name	Proficiency	Skill Area Name	Proficiency Name	Requirement Tag
Service Personnel Administration and Support	3	Local (Army) Skill	Junior Practitioner	Essential
Records Management	3		Junior Practitioner	
Military Discipline	2		Foundation	
Leadership	3	Joint Skill	Junior Practitioner	

Skills				
Skill Name	**Proficiency**	**Skill Area Name**	**Proficiency Name**	**Requirement Tag**
Information Management	3		Junior Practitioner	
Military Assurance	3		Junior Practitioner	Essential