

**OFFICIAL**

<b>JOB SPECIFICATION (2010)</b>				<b>JSN</b>	
<b>Position Title</b>		Regimental Administration Warrant Officer (RAWO) [NRPS]		<b>Date Approved</b>	
<b>Unit</b>		205 (Scottish) Field Hospital – 215 MMR Dec 2023		<b>Approved By</b>	
<b>Location</b>		Glasgow		<b>TLB</b>	
<b>Establishment Type</b>		Established		<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>		061378 V21		<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>		A3805A/571459/1786913		<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>		24531631 WO2 Hollas AGC (SPS)		<b>Staff/Command</b>	
<b>E-mail</b>		205HOSP-RHQ-RAWO@mod.uk		<b>WTE/MSTAR</b>	
<b>Phone Number</b>		94561 5170		<b>Manning Priority</b>	
<b>Security Status/Caveats</b>		SC		<b>Assignment Length</b>	
<b>Reporting Chain</b>		Army		<b>Primary Career Field</b>	
1 <sup>st</sup> RO		RAO 205 Fd Hosp		<b>Sub Field 1</b>	
2 <sup>nd</sup> RO		CO 205 Fd Hosp		<b>Secondary Field</b>	
3 <sup>rd</sup> RO				<b>Sub Field 2</b>	
<b>Unit Role:</b> On orders, deploy trained Force Elements at Readiness in role to operations worldwide in order to support 2 Med Bde's Mission.					
<b>Position Role:</b> The RAWO is responsible to the CO, through the RAO and Adjt, for unit staff support and personnel administration..					
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Principle Staff Warrant Officer to the CO.</li> <li>2. Supervises and manages Personnel Administration.</li> <li>3. Provides support to the RAO...</li> <li>4. Direction and management of civilian and military admin staff..</li> <li>5. Fills Asst PVRO, Asst ITSO, Asst Disclosure Offr, Unit Electoral Registration Officer and Unit Postal Liaison Officer posts.</li> <li>6. As SME, advise on all aspects of G1 JPA functionality. Participate in annual G1 Assurance inspections and maintain and monitor the Management Checks iaw policy.</li> <li>7. Be prepared to take on additional tasks as directed. .</li> </ol>					
<b>Pre Appt/Deployment Trg:</b>		Experience of JPA.			
<b>Domestic Considerations:</b> Desirable to live within 50 miles from duty location.					
<b>Performance Attributes</b>		<b>Priority Component Features</b>			
Management		Plans, organises and designates priorities effectively.			
Professional effectiveness		Shows clear understanding of the professional environment. Carries out the full range of tasks effectively.			
Powers of communication		Produce effective and logical written work and be able to communicate effectively with people at all levels both military and civilian.			
Initiative		Creates and grasps opportunities for improvement. Anticipates and resolves problems.			
<b>Education/Training</b>		<b>Type</b>	<b>Pri</b>	<b>Comments</b>	
Military Quals		Mil Clk Cl1	Essential	Must have previous RAWO experience	
Other Quals/Competencies		IT Literate	Essential		
Education					
Language					
<b>Experience</b>					
Service/Arm/OGD		Army/AGC(SPS)	Essential		
Operational		General		Operational experience desirable	
Staff		J1 / G1	Desirable	Previous experience with the Army Reserve desirable	
Command					
Fields/Trades			Desirable		
Environments					
<b>Other Comments</b>		.			
<b>Originator:</b>		Capt N Grierson	<b>Appt:</b>	RCMO t	<b>E-mail:</b> 205hosp-rhq-RCMO
<b>Auth by 3<sup>rd</sup> RO:</b>		Col A Millsop	<b>Appt:</b>	CO	<b>E-mail:</b> 205hosp-rhq-co
					<b>Tel:</b>
					<b>Date:</b> 26 Sept 22

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