

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	
Position Title	PSAO	Date Approved	31 Mar 21
Unit	156 Regt RLC	Approved By	CO 156 Regt RLC
Location	238 Sqn, Bootle, Liverpool, Merseyside	TLB	LF
Establishment Type	Permanent	Rank/Grade	Capt
Establishment/OET Ref		Service/Type/Arm	Army/E2/RLC
UIN/SLIM/JPA PID		Exch/NATO/JSRL No	
Incumbent	Capt Sandle	Staff/Command	
E-mail	156RLC-238-PSAO@mod.gov.uk	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain		Primary Career Field	
1 st RO	OC	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role: Generate and sustain Force Elements for operations whilst providing Firm Base support within boundaries			
Position Role: Permanent Staff Administrative Officer			
Responsibilities:			
1. Provide administrative, supervision and control of ARC in absence of OC.			
2. Be responsible to their OC and RHQ for the delivery of all G1 to G9 matters that affect the Sqn.			
3. Responsible to the CO, for the efficient administration of Sqns including the supervision of civilian and military permanent staff			
4. Manage the integrity of the ARC ensuring governance across the whole range of mandated inspections by ensuring legislation is enforced (Site Fire, Security and SHE) and the buildings are maintained in close liaison with RFCA.			
5. Maintain designated Sqn accounts; coordinate hiring activity and provide focal point for any lodger unit or organisations.			
6. Act as Fund Manager and Service Fund Account holder in compliance with Unit Standing Orders and current policy as directed by the RAO.			
7. Be the sub-unit Records Officer and be responsible for all publications, pay and personal documentation in addition to supervising the record of attendance pay sheets to ensure they are correctly inputted onto JPA, CHURCHILL and RAPS.			
8. Support the delivery of Regimental Recruiting Plan from assisting with the arrangement of events through to the processing and nurturing of candidates.			
9. Assist with the mobilisation of personnel and their welfare support whilst deployed.			
10. Responsible for areas of the Sqn MS including RO responsibilities for the SQMS, Civil Servant staff and any other SP as requested by the RCMO. Act as a Board Member on Sub-unit OOM Boards.			
11. Any other duties as directed by the Commanding Officer.			
Pre Appt/Deployment Trg: UESO Security course, Welfare course and Fund Manager's course. EDIA if possible.			
Domestic Considerations: Must be within reasonable commute and be self sufficient for accn.			
Performance Attributes	Priority Component Features		
Professional Effectiveness	Carries of the full range of tasks effectively.		
Judgement	Demonstrates critical application of available information to arrive at sound, timely decisions		
Effective Intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Initiative	Creates and grasps opportunities for improvement.		
Education/Training	Type	Pri	Comments
Military Quals	FTRS/NRPS	Essential	
Other Quals/Competencies	H&S Course	Essential	
	SFA	Essential	
	UESO Course	Essential	
	EDIA	Desirable	
Education			
Language			
Experience			
Service/Arm/OGD	ARMY/RLC	Desirable	Regular Service experience would benefit the incumbent.
Operational Staff		Desirable	Previous operational deployments
Command			
Fields/Trades			

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

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Environments				
Other Comments	Experience or Reserve and strong administrative either in the G1 or G4 environment preferred.			
Originator: Maj J Anson	Appt: OC	E-mail: 156RLC-238SQN-OC	Tel: 2044	
Auth by 2nd RO: Lt Col K Haigh	Appt: CO	E-mail: 156RLC-RHQ-CO	Date: 31 Mar 21	

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