

Issue Date:

Review Date:

## **TERMS OF REFERENCE FOR**

Post Holder:

Full Title: Y Sqn Enabler Troop SQMS

Short Title: Y Sqn SQMS

### **Part 1: Job Summary**

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose. Y Sqn is an Electronic Warfare and Signals Intelligence Sqn who regularly deploy teams of specialists. The SQMS runs the Sqn Store, accounts for all equipment and ensures that equipment is ready for deployment when required.
2. Secondary Purposes. Building Manager for Eastern Kings Fort (Y Sqn Lines) and Stonehouse Pavilion.

#### **ACCOUNTABILITY**

3. Accountable to OC Y Sqn via the SSM.
4. 1RO will be OC Y Sqn, 2RO will be CO 30 Cdo.

#### **AUTHORITY**

- 5.

#### **TASKS**

6. The post holder is to carry out the following tasks:
  - a. Maintain Logistical operational capability within Y Sqn, providing SME advice and expertise to the CoC.
  - b. Manage Squadron Stores and equipment IAW current regulations, ensure all EC is successfully undertaken iaw Y Sqn and 30 Cdo IE Gp EC Directive.
  - c. Direct checks & controls IAW current regulations, maintaining the link with the unit QM Dept.
  - d. Procure equipment and submit entitlement uplift requests.
  - e. Mentor subordinates as an SME in Logistics.
  - f. Maintain equipment serviceability, promote equipment husbandry and maintain store security.
  - g. Maintain building management and Health & Safety within the work place, ensure fire systems are correctly functioning within EKF and Pavilion.

#### **ESTABLISHMENT DUTIES**

7. 6. The post holder will carry out the following Establishment Duties:
  - a. 30 Cdo Duty SNCO / Officer as required by CoC.
  - b. Support the Commando Forces Sergeants' Mess as required by the RSM.

## COMPETENCIES

8. The post holder is to be a

	COURSE REFERENCE	SKILL LEVEL (ADV/INT/BASIC)
Security Cleared to SC minimum	NSV Security Security Check Joint No	
MJDI Materiel Accountant		

### **Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

- a.
- b.
- c.
- d.

Signature of Job Holder

Signature of Line Manager

Date:

Date: