

**OFFICIAL SENSITIVE - PERSONAL**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	Permanent Staff Admin Officer (PSAO)	<b>Date Approved</b>	23 Sep 22
<b>Unit</b>	159 Regt RLC, 294 Sqn	<b>Approved By</b>	Lt Col Heather
<b>Location</b>	Prince William of Gloucester Camp Grantham NG31 7TJ	<b>TLB</b>	
<b>EstablishType</b>	Established Post	<b>Rank/Grade</b>	OF2
<b>Establ/OET Ref</b>	803027	<b>Service/Type/Arm</b>	FTRS
<b>UIN/SLIM/PID</b>	A2508A / 2175085	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>		<b>Staff/Command</b>	
<b>E-mail</b>		<b>WTE/MSTAR</b>	
<b>Phone Number</b>	Mil 94424 8617	<b>Manning Priority</b>	
<b>Security/Caveats</b>	SC	<b>Assignment Length</b>	36 Months
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	
<b>1<sup>st</sup> RO</b>	OC 294 Sqn	<b>Sub Field 1</b>	
<b>2<sup>nd</sup> RO</b>	CO	<b>Secondary Field</b>	
<b>3<sup>rd</sup> RO</b>	N/A	<b>Sub Field 2</b>	
<b>Unit Role: - To provide trained logistic soldiers to support operations, training and Defence Engagement</b>			
<b>Position Role:</b> Permanent Staff Admin Officer (PSAO)			
<b>Responsibilities:</b>			
Recruiting – Ensure that sqn manning is managed in line with current regulations in preparation to fulfil the Regt commitment to Ops. Liaison with CAPITA on all recruiting matters.			
G1 administration of all troops pay and TACOS. Re-engagement and change of contract management.			
Line Management for Civil servants, incl all pay, union and leave issues.			
SFA on Non Public Funds and preparation of accounts for inspection.			
Attend all unit meetings across the G1-9 spectrum ensuring that the sqn command is kept fully briefed.			
Sub Unit welfare officer giving 1st line support on all matters.			
Responsible for conducting site Head of Establishment (HOE) duties on behalf of CO in accordance with ACSO 1105 (infra/SHE/Security).			
Sqn level management of ResPO training in conjunction with CAPITA and local UOTC.			
<b>Pre Appt/Deployment Trg:</b>			
<b>Domestic Considerations:</b> Flexibility to work late nights and weekends.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Leadership	Inspires, influences, directs and supports those under their command in all operational or routine activities in all circumstances		
Management	Able to plan, organise and designate priorities effectively		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
Judgement	Ability to interpret Comd direction and service policy in a pragmatic manner		
Powers of Communication	Must have excellent interpersonal skills and experience of coaching and mentoring.		
Courage and Values	Demonstrates physical and moral courage. Resolve to make and implement sound ethical decisions		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
<b>Military Quals</b>	USO / SHEF Man	Essential	Can be obtained in post
Other Quals/Competencies	CNO / CVO / Fund Manager	Essential	Can be obtained in post
Education	Computer Literate in Microsoft Office Suite	Essential	Can be obtained in post

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Language			
<b>Experience</b>			
Service/Arm/OGD	Any	N/A	
Operational	Yes	Desirable	
Staff	Yes	Desirable	
Command			
Fields/Trades	Any		
Environments	G1,G2, G4 – A Reserve	Desirable	
<b>Other Comments</b>			
<b>Originator: WO1 Bierton</b>	<b>Appt: RCMO</b>	E-mail: robert.bierton160@mod.gov.uk	<b>Tel: 94423 8919</b>
<b>Auth by 2<sup>nd</sup> RO:</b>	<b>Appt:</b>	E-mail: Adam.Heather868@mod.gov.uk	<b>23 Sep 22</b>