

REGIMENTAL ADMINISTRATIVE WARRANT OFFICER – JOB DESCRIPTION

| JOB SPECIFICATION (2019) | | JSN | |
|---|--|--|--|
| Position Title | Regimental Administrative Warrant Officer (RAWO) | Date Approved | |
| Unit | Queen's Own Yeomanry (QOY) | Approved By | |
| Location | Newcastle-Upon-Tyne | TLB | HQLF |
| Establishment Type | Established Post | Rank/Grade | OR8/WO2 |
| Establishment/OET Ref | 8005 (61521) 26 Jun 2019 | Service/Type/Arm | Army/AGC(SPS) |
| UIN/SLIM/JPA PID | A2912A/01356857/1903851 | Exch/NATO/JSRL No | |
| Incumbent | 24618641 WO2 JA Cairns | Staff/Command | |
| E-mail | John.Cairns981@mod.gov.uk | WTE/MSTAR | |
| Phone Number | 94271 3123 | Manning Priority | |
| Security Status/Caveats | SC/Nil | Assignment Length | 60 months |
| Reporting Chain | Army | Primary Career Field | HR Admin |
| 1 st RO | RAO QOY | Sub Field 1 | |
| 2 nd RO | CO QOY | Secondary Field | |
| 3 rd RO | N/A | Sub Field 2 | |
| Unit Role: Reserve Formation Reconnaissance Regiment. To deploy personnel in support of operations both overseas and in the UK with Regular units as individuals and as contingents. | | | |
| Position Role: Management of all unit personnel administrative procedures | | | |
| Duties: | | | |
| <ol style="list-style-type: none"> 1. Implement documentation and administration policy as directed by the RAO. 2. Supervision of the delivery of personnel administration for all Service Personnel across the Regiment. 3. Management of the provision of staff and administrative support to RHQ in barracks and in the field, including discipline cases. 4. Technical line management of all civilian admin staff across the Regiment, and delivery of STA training for SPS(R) personnel. This will require visits to sub-unit locations and Annual Continuous Training (ACT) events. 5. Information Support Officer (ISO) responsible for management of the Regimental I-Hub and SharePoint site. 6. Provide support to RHQ for the preparation of unit personnel for mobilisation on operations. 7. Deputise as Imprest Account Operator and Regimental Accountant in the absence of the FSA. 8. Personnel Vetting Records Officer (PVRO). | | | |
| Pre Appt/Deployment Trg: | | | |
| Domestic Considerations: | | | |
| Performance Attributes | Priority Component Features | | |
| Management | Manages change effectively. Plans, organises and designates priorities effectively. | | |
| Professional Effectiveness | Carries out the full range of tasks effectively. Shows clear understanding of professional environment. | | |
| Effective Intelligence | Exercises flexibility of thought and action. Adapts to new circumstances and brings to bear both common sense and innovation. | | |
| Powers of Communication | Displays good oral communication, ability to inform and convince. Produces logical, fluent, convincing and accurate written work. | | |
| Education/Training | Type | Pri | Comments |
| Military Quals | Mil Pers Admin Cl 1 | Essential | |
| Other Quals/Competencies | SSA PMMH Imprest Operator ISO PVRO AABB or Regt Acct | Desirable Desirable Essential Essential Essential Essential | |
| Education | | | |
| Experience | | | |
| Service/Arm/OGD | Army | Essential | |
| Staff | | | |
| Command | | | |
| Fields/Trades | G1 | Essential | Previous experience in RAWO role |
| Environments | RAO | Essential | Prior experience as a RAWO in the Reserve or Regular Army. |

Other Comments:

Military Appointment. This FTRS(HC) appointment MUST remain a military SP post due to the contract type and by the nature of the role required in a Lt Cav Regt.

Normal working environment.

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| Originator: | Appt: RCMO QOY | E-mail: Mark.Hey371@mod.gov.uk | Tel: 94721 8854 |
| Auth by 2nd RO: | Appt: CO QOY | E-mail: QOY-RHQ-CO | Date: 22-08-19 |