

JOB SPECIFICATION (2010)		JSN	
Position Title	Reception and Dispersal Cell SNCO	Date Approved	
Unit	Mission Ready Training Centre	Approved By	
Location	Bassingbourn, Royston, Herts	TLB	
Establishment Type		Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	SLIM: 1355964 JPAN: 2127977	Exch/NATO/JSRL No	
Incumbent	Sgt Mason	Staff/Command	
E-mail	CTG-MRTC-Ops-Mob-RDCSNCO	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	OpsO	Sub Field 1	
2 nd RO	SO2 Plans	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: MRTC, is a sub-unit of Collective Training Group, located in the UK and is responsible for the provision of specialist collective and individual Mission Specific Training (MST) for planned and contingency operations.			
Position Role: This role is responsible for the day-to-day management of the Reception and Dispersal cell managing the flow of IAs during mobilisation and demobilisation.			
Responsibilities: <ol style="list-style-type: none"> 1. Manage the day-to-day business of the Reception and Dispersal Cell. 2. Receive, administer and co-ordinate reserve personnel for steady-state mobilisation and demobilisation to operational theatres. 3. Receive, administer and co-ordinate regular personnel for steady state mounting and dismounting to operational theatres. 4. Manage and co-ordinate Regular Mission Preparation, FTRS mounting and dismounting processes. 5. Carry out other duties in support of steady state, surge business and any other tasks in support of MRTC function. 6. Manage Weapon Handling Tests. 7. Manage Respirator Testing. 8. Manage RODET training. 			
Pre Appt/Deployment Trg: Thorough knowledge of mobilisation/ mounting process.			
Domestic Considerations: N/A			
Performance Attributes	Priority Component Features		
Communication and Influence	Establishes connections and builds rapport to gain support and commitment from others.		
Delivering Results	Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.		
Adaptability and Initiative	Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement		
Values and Standards	Proactively engaged and committed to upholding diverse and inclusive values towards superiors, peers and subordinates alike.		
Education/Training	Type	Pri	Comments
Military Quals	SAA	Essential	
Other Quals/Competencies	CBRN	Desirable	
Education	SNCO ALDP	Desirable	
Language			
Experience			
Service/Arm/OGD	Army	Essential	
Operational	Any	Desirable	Knowledge of cMST and iPDT training in prep for ops.
Staff			
Command			
Fields/Trades			
Environments			
Other Comments	Ph3 Training organisation - will be expected to pass all ITRs at Level 1		
Originator: Capt Martin Evans	Appt: OpsO	E-mail: Martin.Evans180@mod.gov.uk	Tel:
Auth by 2nd RO: Capt D Fraser	Appt: RCMO	E-mail: CTG-MRTC-RCMO	Date: 8/2/23