

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	
Position Title	Regimental Administration Officer (RAO)	Date Approved	
Unit	162 Regiment RLC	Approved By	
Location	ARC Wigman Road, Nottingham	TLB	ARRC
Establishment Type	162 Regt RLC	Rank/Grade	OF2/Capt
Establishment/OET Ref		Service/Type/Arm	Army
UIN/SLIM/JPA PID	A1113B / 1355657 / 1839003	Exch/NATO/JSRL No	Nil
Incumbent	WO1 Pearce	Staff/Command	
E-mail	Jason.Pearce744@mod.gov.uk	WTE/MSTAR	N/A
Phone Number	94451 8349	Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	Personnel
1 st RO	2IC 162 RLC	Sub Field 1	
2 nd RO	CO 162 RLC	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: To provide RLC Reserve Postal & Courier and Movements capability at readiness in role, in order to contribute to the UK Strategic enabling capability			
Position Role: Regimental Administration Officer			
Responsibilities: 1. Responsible for all G1 Admin and Finance matters and for staff support to RHQ. 2. Responsible to the CO for all Public Funds, COM Checking Officer, Supervision of all pay and allowances for Regular, FTRS and Res personnel. I-Expense auditor. 3. Provision of Service (Non-Public) Funds advice to sub units, president of sub unit audit boards and execution of cash checks as directed by the CO. 4. Manage AGC(SPS) pers within the unit, including provision of StA training and pers Dev. 5. Unit Resettlement Officer (URO). Provision of Resettlement advice in liaison with Div ETS staff and IEROs. 6. Civil Labour Officer. Responsible on behalf of the CO for all matters regarding the management and control of civil service personnel including recruiting and administration. 7. I Manager. Manage the maintenance and administration of unit Sharepoint site.			
Pre Appt/Deployment Trg: Must be RAO qualified or able to attend the Auditors Cse at Worthy Down.			
Domestic Considerations: Requirement to conduct assurance at to sub-unit locations, overnight stays required.			
Performance Attributes	Priority Component Features		
Powers of communication	Displays good oral communication, ability to inform and convince		
Professional Effectiveness	Demonstrates knowledge of Service matters and military doctrine.		
Effective Intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Judgement	Demonstrates critical application of available information to arrive at sound, timely decisions.		
Management	Plans, organises and designates priorities effectively.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	AGC(SPS)		Must have suitable KSE to be an RAO.
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other Comments	FTRS (HC)		
Originator: I Broadhurst	Appt: RCMO	E-mail: ian.broadhurst344@mod.gov.uk	Tel: 94451 8340
Auth by 2nd RO:	Appt: CO	E-mail: William.Steel521@mod.gov.uk	Date: 31 Oct 22

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

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