

UNCLASSIFIED

JOB SPECIFICATION (2010)		JSN	TBC
Position Title	CQMS	Date Approved	3 Jan 23
Unit	HQ 51 Infantry Brigade & HQ Scotland	Approved By	DCOS 51X
Location	Redford Barracks, Edinburgh, UK	TLB	Army
Establishment Type	Established post	Rank/Grade	OR7/SSgt
Establishment/OET Ref	FTRS (HC)	Service/Type/Arm	Army/E2
UIN/SLIM/JPA PID	A4083A/1216329/1855220	Exch/NATO/JSRL No	
Incumbent	24743002 CSgt Leith	Staff/Command	
E-mail	perry.leith517@mod.gov.uk	WTE/MSTAR	
Phone Number	0131 310 5691	Manning Priority	Must
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain	Army	Primary Career Field	Log
1 st RO	SO2 G1 G4 Cas 51X	Sub Field 1	
2 nd RO	DComd 51X	Secondary Field	Ops Sp
3 rd RO	Comd 51X	Sub Field 2	
Unit Role: Delivery of the Firm Base across HQ 51 Infantry Brigade & HQ Scotland AOR including UK Operations.			
Position Role CQMS HQ 51 Infantry Brigade & HQ Scotland. Future role may migrate to Edinburgh Garrison			
Responsibilities: 1. Carry out all management checks of the following 51X accounts: Clothing, Expense Equipment Table, Ammunition, Miscellaneous Account, Loan Account, MJDI Systems Administrator /EMSA administrator. 2. Administer and monitor all integrity of MJDI Accounting inc Edinburgh Gsn accounts; manage and maintain Unit OPRP account. 3. SME for all tailoring, shoe repair policy in relation to the controls in Scotland on the Multi Activity contract (MAC). 4. Order and distribute accommodation stores requirement for all HQ 51 Infantry Brigade & HQ Scotland Depts, provision and procurement of stores including local purchase (EPC). 5. Process, planning and daily liaison with DIO for all work services requests for Bld 25 Redford Barracks. 6. Management of tasking of the four HQ 51 Bde & HQ Scotland and Victoria Barracks GD pers. 7. 51X Assistant Fire Officer/Assistant H & SW representative, Energy Conservation officer, Assistant Contract Supervising Officer for Soft FM contract, COSSH and Risk Assessor. 8. BPT to SUPPORT and DELIVER on projects directed by the CofC			
Pre Appt/Deployment Trg: All Arms Storeman, CAT C, MHE, MJDI. Conduct a minimum of 2 days UK Ops Trg and support the JMC during UK Resilience Ops and to undertake the Defence Contribution to Resilience L2 training.			
Domestic Considerations: Post based in Redford Barracks, however, must be able to deliver role across the Scotland AOR if required. Flexible/hybrid working may be available subject to the Commanders agreement, however, living locally is recommended.			
Performance Attributes		Priority Component Features	
Initiative	Anticipates and resolves problems when under pressure.		
Professional Effectiveness	Diligent and organises effectively to maintain unit priorities.		
Powers of Communication	Displays good oral communication ability to inform and convince. Produces logical, fluent and accurate written work.		
Leadership	Demonstrates strong team spirit.		
Education/Training	Type	Pri	Comments
Military Quals	CLM	Desirable	AA RQMS Course qualified, MJDI Administrator, AA Ammunition Account Qualified, Risk Assessment (TTT), Waste Manager qualified, CP&F Procurement Approver qualified, UAMS 2
Other Quals/Competencies	Stores Acct	Essential	Low Value Purchase (EPC) qualified, UAMS 2 qualified.
Education	JNCO CLM	Desirable	
Language			
Experience			
Service/Arm/OGD	Army	Essential	
Operational	Yes	Medium	With driving licence
Staff			
Command			
Fields/Trades			
Environments			
Other Comments	Must be forward thinking and innovative: able to work with minimum direction and follow projects from inception to completion with minimum guidance.		

UNCLASSIFIED

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

UNCLASSIFIED

Originator: Major WSJ Webster RE	Appt: SO2 G1G4 Cas 51X	Email: warren.webster921@mod.gov.uk	Tel: 94741 5551
Auth by 2nd RO: Col Philips	Appt: DComd 51X	Email: 51X-DComd@mod.gov.uk	Date: 20 Oct 22

UNCLASSIFIED