

OFFICIAL SENSITIVE  
**JPA Job Specification**  
**Profile of Position: WO1 HR|2024969**

**Position Details**

Rank	OR9 - Warrant Officer 1st Class; Warrant Officer (Class 1); Warrant Officer	Org. Unit	CTCRM - P&R	UIN	N5608M
Upper Lower Rank		Org. Type	RM-3CDO	Exchange With	
Service (Job)	RN	TLB	X00	Location	EXMOUTH (EXMOUTH ROAD)
Start Date for Position	14-Feb-2018	Proposed End Date for Position		Liability Driving	No
Hiring Status	Active	Position Status	Valid	Position Type	Shared
Person Category	FTRS(HC)	Position Status EIT		Service Option	Single Service
Domain	RM	Career Field	Not Specified	Sub Career Field	Not Specified
Talent Management		Tour Length		Handover	
Type of Operation		Operation Name		Operation PID	
Hierarchy Parent 1	CO SPT WING 1103555	Hierarchy Parent 2	COMDT 1108791	Hierarchy Parent 3	NAVSEC 1116716
Incumbent	SEABROOK, MICHAEL V P047238D	Incumbent Future Availability Date	30-Sep-2023	Environment	
Minimum Medical Standard		Child Positions	8 Children (See Below)	Preferred Gender	

Multiple Child Positions
ARRIVALS CLERK 1117838
MA5 NAVY TERMINAL CTCRM 1363374
MA7A NAVY MEDICAL CTCRM 1131840
RM YO TP COMD 3 2120742
SUPP RM 1856774
TCC CSGT 4 2120737
TCC SGT 6 2120738
WARFARE TRG OFFICER 2136784

**Career Management and Rotational Information**

Position CM Desk	Service (CM)	Applicable From	Applicable To
NCMRESFTRSR	RN	13-Oct-2020	31-Dec-4712
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
RN Royal Marines GS	ANY (Estab Use Only)	(RES)	

**Alternative Branch or Trade**

Alternative 1	Alternative 2	Alternative 3
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**Specialist Pay**

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5

**Unit & Position Role**

Unit Function	
Position Role	HUMAN RESOURCE WARRANT OFFICER

**Responsibilities**

To be the custodian of CTCRM's SOC, submitting changes, deletions and uplifts as directed by the Manpower Liability change process.
To advice on manning and establishment issues, providing all statistical information as required.
Be the Unit JPA HR Administrator, giving direction to Coy/Wing/Dept CSMs on all administrative JPA matters pertaining to those personnel they manage.
To act as the Unit JPA Establishment Authorising Officer, responsible for authorising all establishment changes on JPA.
Oversee the arrivals process for all Joiners to CTCRM be they Permanent Staff or individuals on course. Ensure Leaving Routines are completed.
Oversee the smooth running of the HR Cell within the Centre.
Liaise with all NPT(RM) Career Managers for all personnel based at CTCRM.
Be the Unit DBS Officer . To deputise for the RSM if required.

**Competence Requirements**

Competence - Full Name	Proficiency Level	Essential	Acquired

**Pre-Employment Training**

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority

**Local Considerations**

Domestic
Employer Comments