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| **JOB SPECIFICATION (2010)** | | | | | | | | **JSN** | 203HOSPPER13 | |
| **Position Title** | | | Quartermaster | | | | | **Date Approved** | 1 Nov 16 | |
| **Unit** | | | 203 Fd Hosp | | | | | **Approved By** | CO | |
| **Location** | | | Cardiff | | | | | **TLB** | Army | |
| **Establishment Type** | | | Established Post | | | | | **Rank/Grade** | OF3 | |
| **Establishment/OET Ref** | | | 61458 Ver 19 Dated 1 Oct 16 | | | | | **Service/Type/Arm** | Army/E1/RAMC | |
| **UIN/SLIM/JPA PID** | | | A3803A/2056252 | | | | | **Exch/NATO/JSRL No** | FTRS(HC) | |
| **Incumbent** | | |  | | | | | Staff/Command | No | |
| **E-mail** | | |  | | | | | WTE/MSTAR | NIL | |
| **Phone Number** | | |  | | | | | **Manning Priority** | N/A | |
| **Security Status/Caveats** | | | SC | | | | | **Assignment Length** | 2/5 Years | |
| **Reporting Chain** | | | Army | | | | | **Primary Career Field** |  | |
| 1st RO | | | 2IC | | | | | **Sub Field 1** |  | |
| 2nd RO | | | CO | | | | | **Secondary Field** |  | |
| 3rd RO | | | 2 Med Bde Comd | | | | | **Sub Field 2** |  | |
| **Unit Role:** To provide elements designated by HQ 2 Med Bde at R5 with the remainder at R7 and to be prepared to provide other force elements as required | | | | | | | | | | |
| **Position Role:** Commanding Officers Principle Logistics Officer | | | | | | | | | | |
| **Responsibilities:** | | | | | | | | | | |
| **1.** | Management of Unit Logistics both in and out of Barracks including associated IT management systems | | | | | | | | | |
| **2.** | Unit Safety Advisor, Unit Electromagnetic Field Officer and unit Radiation Safety Officer. | | | | | | | | | |
| **3.** | Unit Health Advisor | | | | | | | | | |
| **4.** | Mechanical Transport and Unit Road Safety Officer, Unit JAMES officer. | | | | | | | | | |
| **5.** | Implementation of Unit Equipment Care and Health and Safety regimes including Medical Alert | | | | | | | | | |
| **6.** | MyHR - Line Manager to all unit Industrial Civil Service staff | | | | | | | | | |
| **7.** | Unit Works Services Officer | | | | | | | | | |
| **8.** | Contract Monitoring Officer | | | | | | | | | |
| **Pre Appt/Deployment Trg:** Unit Health Officer Course, Unit Equipment Care Officer Course | | | | | | | | | | |
| **Domestic Considerations:** Lives within commutable distance to RHQ, Cardiff | | | | | | | | | | |
| Performance Attributes | | **Priority Component Features** | | | | | | | | |
| Leadership | | Projects personality to motivates subordinates to do what is required of them  Creates early momentum and success | | | | | | | | |
| Professional Effectiveness | | Carries out the full range of tasks effectively  Shows clear understanding of professional environment | | | | | | | | |
| Management | | Plans, organises and designates priorities effectively  Allocates resources efficiently and optimises capabilities within restraints | | | | | | | | |
| Powers of Communication | | Displays enterprise and is willing to take appropriate action.  Displays good oral communication ability to inform and convince | | | | | | | | |
| Education/Training | | **Type** | | | **Pri** | | Comments | | | |
| Military Quals | | QM Course  MTO Course  USA Course  UECM Course  EMF Course | | | Essential  Essential  Essential  Essential  Essential | | Essential courses required for role | | | |
| Other Quals/Competencies | | MJDI, JAMES,  Unit Fund Mngr | | | Desirable | | Courses to be completed following appointment if not already held. | | | |
| Education | |  | | |  | |  | | | |
| Language | | Welsh | | | Desirable | | Non essential | | | |
| Experience | |  | | |  | |  | | | |
| Service/Arm/OGD | | RAMC | | | Desirable | | Applications accepted from any cap badge, transfer to RAMC will be required to take up post | | | |
| Operational | | Any | | | Desirable | |  | | | |
| Staff | | Any | | | Desirable | |  | | | |
| Command | | Any | | | Desirable | |  | | | |
| Fields/Trades | | Any | | | Desirable | | Previous QM Experience Desirable | | | |
| Environments | | Any | | | Desirable | | Experience of Reserve Units Desirable | | | |
| **Other Comments**  DAngeR | | Evenings and weekend work may be required | | | | | | | | |
| **Originator:** Capt PE Carter | | | | **Appt:** RCMO | | **E-mail:** 203hosp-rhq-rcmo@mod.uk | | | | **Tel:** 94355 4519 |
| **Auth by 2nd RO:** Col NC Smith | | | | **Appt:** CO | | **E-mail:** 203hosp-co@mod.uk | | | | **Date:** 1 Nov 16 |