

[UNCLASSIFIED]

JOB SPECIFICATION (2019)		JSN	
Position Title	Regimental Administration Officer	Date Approved	
Unit	3PWRR	Approved By	
Location	Canterbury, Kent CT1 1HR	TLB	Army
Establishment Type	Enduring	Rank/Grade	OF2-3/Capt-Maj
Establishment/OET Ref	61503/4B	Service/Type/Arm	Army/E2
UIN/SLIM/JPA PID	A6043A/00866477/1910393	Exch/NATO/JSRL No	
Incumbent	Maj Linda Morgan-Monk (AGC)	Staff/Command	
E-mail	Linda.Morgan-Monk570@mod.gov.uk	WTE/MSTAR	
Phone Number	+443001630721	Manning Priority	
Security Status/Caveats	SC Clearance	Assignment Length	36 Months
Reporting Chain		Primary Career Field	HR
1 st RO	Commanding Officer	Sub Field 1	
2 nd RO	20X	Secondary Field	Personnel
3 rd RO		Sub Field 2	
Unit Role: Reserve War Fighting Infantry Light Role Unit.			
Position Role: Responsible to the CO and Battalion for G1 functions ensuring			
Responsibilities:			
<ol style="list-style-type: none"> 1. Manage the Regimental Administrative Office (RAO) in accordance with current policy. 2. Manage the timely and effective delivery of unit personnel administration¹. 3. Manage the Quality Assurance of personnel administration procedures. 4. Manage the delivery of JPA HR Professional Services for the Battalion. 5. Manage all aspects of Finance; both Public and Non-Public Funds for the unit. 6. Unit Imprest Checking Officer 7. The Unit Resettlement Officer. 8. Unit Data Protection Officer. 9. Unit Senior Civilian Staff Line Manager and Recruiter. 10. Unit Civilian Champion. 11. Manage the Reserve RAO department including the succession planning in the sub-units. 			
Pre Appt/Deployment Trg: To have successfully completed the RAO Course			
Domestic Considerations: Should live within 50 miles/ 1.5 hours travelling distance from the AR Centre.			
Performance Attributes	Priority Component Features		
Management	<ul style="list-style-type: none"> • Able to impart accurate, balanced, and credible financial advice to the Chain of Command. Manages change effectively. • A thorough knowledge of personnel administration, including JPA and G1 (Discipline) Public and Non-Public Funds and Accounting procedures. Credible in passing advice to the CO and CoC. • Able to communicate effectively orally and on paper and with the CoC, with the Permanent Staff (military and civilian) 		
Reliability	<ul style="list-style-type: none"> • Demonstrates a sense of duty and commitment. • Displays loyalty, trustworthiness, conscientiousness, and consistency. 		
Powers of Communications	<ul style="list-style-type: none"> • Displays good oral communication ability to inform and convince. • Tact and Discretion are key requirement to be able to implement policy against all G1 matters. 		

¹ Definition of personnel administration: Encompasses all functional elements of documentation. financial and JPA and associated tasks.

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

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Courage and Values	<ul style="list-style-type: none"> • Demonstrates physical and moral courage. • Shows awareness of, and commitment to, upholding Equality and Diversity values towards superiors, peers, and subordinates alike. • Displays honesty and integrity. 		
Education/Training	Type	Pri	Comments
Military Quals	RAO Course Data Protection Resettlement Officer	Ess Ess Ess	
Other Quals/Competencies	Driving Licence minimum Cat B Computer Literate CNO Training	High High High	On site vehicles, commute and travel between ARC and other unit locations. Use of on site equipment. IT literacy (MoDNET, JPA, MS Office applications)
Education	GCSE	Des	or Basic Skills level 3
Language	N/A		
Experience			
Service/Arm/OGD	Army AGC (SPS)	Ess	LE or DE with RAO experience
Operational			
Staff	J1/G1	Ess	Staff experience as a RAO essential. Previous experience with the Army Reserves highly desirable
Command			
Fields/Trades			
Environments			
Other Comments	BPT attend job specific training requirements		
Originator: Capt L Fuller	Appt: RCMO	E-mail: Christopher.firth561@mod.gov.uk	Tel: +443001571828
Auth by 2nd RO: Lt Col N Horsman	Appt: CO	E-mail: Nathan.Horsman444@mod.gov.uk	Date: 03 Nov 23

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