

**UNCLASSIFIED**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	RAWO	<b>Date Approved</b>	
<b>Unit</b>	HQ Recruiting Group	<b>Approved By</b>	
<b>Location</b>	Upavon	<b>TLB</b>	
<b>Establishment Type</b>	Established	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	810019	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A0049A/2039304	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	WO2 Michelle Beighton	<b>Staff/Command</b>	
<b>E-mail</b>		<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94344 5942	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	
<b>Reporting Chain</b>		<b>Primary Career Field</b>	
1 <sup>st</sup> RO	SO2 G1 RG	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO RG	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To deliver an integrated Regular and Reserve Army recruiting operation to meet Key Performance Targets set out in the Army Recruiting Plan			
<b>Position Role:</b> To provide staff assistance on G1 policy, management and oversight to SO2 G1 and CO RG			
<b>Responsibilities:</b>			
1. Overall responsibility for all unit JPA processes, JPA Systems Manager and Expense Authoriser 2&3. 2. Assist the SO2 G1 with G1 and personal administration casework and administration of Honours and Awards. 3. Development and training of SPS and HR personnel across RG. 4. Provision of technical supervision of the G1 administrative processes and termination process. 5. Administration of Casualty Reporting and Compassionate Travel procedures and process for HQ RG. 6. Technical administration of the OJAR process for all unit officers (OJAR plan, initiation of OJAR, MYA process and staffing OJARs to next RO/MCM Div as necessary). 7. Assist in the maintenance and updating of Standing Orders, SOIs, Assistant Vetting Officer and assist in the administration of unit WISMIS processes. 8. Any other duties as directed by SO2 G1, CO Recruiting Group.			
<b>Pre Appt/Deployment Trg:</b>			
<b>Domestic Considerations:</b>			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Professional Effectiveness	HIGH - Must have clear understanding of environment and seeks to enhance professional knowledge and understanding of new technology and developments.		
Management	HIGH - Ability to manage and develop military and civilian staff		
Powers of Communication	HIGH - Must be able to communicate clearly at all levels		
Initiative	HIGH - Must be able to work with minimal guidance to assist in management of G1 matters for military personnel across RG		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	Mil Admin	High	
Other Quals/Competencies			
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	AGC(SPS)	Essential	
Operational			
Staff			
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>			
<b>Originator:</b> Maj Caulfield		<b>Appt:</b> SO2 G2	<b>E-mail:</b> RG-HQ SO2 G1
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col T Bailey		<b>Appt:</b> CO RG	<b>Date:</b> 21 Dec 2022

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