

OFFICIAL

JOB SPECIFICATION (2017)		JSN	
Position Title	RCMO – FTRS (HC)	Date Approved	04 August 19
Unit	3 PWRR	Approved By	
Location	Canterbury	TLB	Army
Establishment Type	Established	Rank/Grade	OF2
Establishment/OET Ref	ID 61503	Service/Type/Arm	
UIN/SLIM/JPA PID	A6043A / SLIM – 1341353 / PID 19010403	Exch/NATO/JSRL No	
Incumbent		Staff/Command	
E-mail		WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	Security Check (SC)	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	XO	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role: RESERVE LIGHT ROLE INFANTRY BATTALION			
Position Role: RCMO (FTRS HC)			
Responsibilities: 1. To advise the CO, CoC and individuals on all aspects of Career Management (CM) in liaison with the APC and Bde G1 Staff. 2. Implement and supervise control of the unit's soldiers, policy and procedures on promotion and assignments. 3. Act as main unit PoC for APC on soldier manning issues. 4. Assist in the organisation and management of all grading and appointing boards on behalf of the CO. 5. The focal point for personal development and advice to soldiers and junior officers on careers, vocational education and learning. 6. Support the Commanding Officer as 1 of 3 PS OF2 staff Officers in a very small BHQs. 7. Review the AFC 8005s and staff establishment amendments. 8. To advise and assist the CO and OCs on implementation and development of Equal Opportunity and Diversity. 9. Be prepared to take on other tasks as directed by the CO 3 PWRR]			
Pre Appt/Deployment Trg: RAO qual'd- Regular SPS background and experience			
Domestic Considerations: Commute to daily to place of duty. BPT travel to other locations to conduct duties			
Performance Attributes		Priority Component Features	
Professional Effectiveness	Able to impart accurate, balanced and credible career advice and encourage both officer and soldier personal and professional development. A sound knowledge of personnel administration, including JPA and G1 (Discipline) and credible in his advice to the CO and CoC.		
Effective Intelligence	A sound knowledge of personnel administration, including JPA and G1 (MS) and credible in his/her advice to the CO and CoC.		
Management	Tact and discretion are key requirements and able to proactively assess and implement personal policy at unit level.		
Reliability	Able to communicate effectively orally and on paper and with the CoC, with the Permanent Staff (military, civilian and contractors).		
Education/Training	Type	Pri	Comments
Military Quals	LEOC RCMO cse CM cse UWO cse D&I advisors cse	Ess	Most suitable for an LE offr with RCMO experience.
Other Quals/Competencies		Ess	
Education	N/A		
Language	N/A		
Experience			
Service/Arm/OGD	Army	Ess	

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Operational	Recent Operational experience	Des	
Staff	N/A		
Command	N/A		
Fields/Trades	N/A		
Environments	N/A		
Other Comments	<p>This post is critically and ideally suited for a LE offr who has been employed as a RCMO in a Regular unit and deployed operationally. Needs a sound knowledge of soldiers and Officers careers, understand APC and APC, personnel processes, G1 Disc, JPA and familiar with manning issues for All Arms and ranks.</p> <p>Ideally the person in this post should have experience as a UWO and be prepared to step as UWO if the ROSO is unavailable. Experience of working with the Army Reserve is a must.</p>		
Originator:	Appt: Adjt	E-mail: 3PWRR-ADJT	Tel: 942834973
Auth by 2nd RO:	Appt: CO	E-mail: 3PWRR-CO	Date: 30 July 19