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JOB SPECIFICATION (2010)		JSN	
Position Title	Warrant Officer Personnel Support	Date Approved	
Unit	Andover Support Unit	Approved By	
Location	Marlborough Lines Andover	TLB	
Establishment Type	Permanent	Rank/Grade	
Establishment/OET Ref	808087 Dated 1 APR 12	Service/Type/Arm	
UIN/SLIM/JPA PID	A3006Z-1234531/1719794	Exch/NATO/JSRL No	
Incumbent	New Post	Staff/Command	
E-mail	TBC	WTE/MSTAR	
Phone Number	94391 7153	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	ARMY	Primary Career Field	
1 st RO	Adjt Andover Support Unit	Sub Field 1	
2 nd RO	CO Andover Support Unit	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: To provide infrastructure, equipment, welfare and administrative support to Army Headquarters and Andover Station Lodger Units.			
Position Role: Manage the Station PAPMIS and provide technical assurance. Provide UHC statistics and support to the CoC on G1 (Pers) & G7 (Trg) matters.			
Responsibilities:			
1. Provide advice and guidance to the CofC on PAPMIS Policy and Technical Issues and be conversant with AGAI 78.			
2. Responsible for designing and implementing an effective PAPMIS Audit and Assurance Programme which conforms to AGAI Vol 2 Chap 78.			
3. Day to Day management of the PAPMIS System including Account Creation and Authorisation of Unit AD accounts.			
4. Day to day management of G1 deployability for all personnel administered by ASpU.			
5. Support the Adjt and UWO in coordinating the Station Unit Health Committee Meetings. Provide G1 Deployability statistics for Part 1 UHCs.			
6. Coordinate the completion of ITRs for all ASpU military staff and ensure ODR is updated.			
7. Assist the Station TRiM Co-ordinator and complete all G1 POSM related matters.			
8. Deputise for the Adjt when required and complete any other duties as required by ASpU Adj, 2IC & CO..			
Pre Appt/Deployment Trg: TBC			
Domestic Considerations: Nil			
Performance Attributes	Priority Component Features		
Initiative	Creates and grasps opportunities for improvements whilst demonstrating enterprise and willingness to take appropriate action.		
Reliability	Demonstrates a sense of duty and commitment whilst displaying loyalty, trustworthiness, conscientiousness and consistency.		
Effective Intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Professional Effectiveness	Carries out the full range of tasks effectively and can demonstrate a clear understanding of their professional environment.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	Any		E2 Appointment
Operational	Recent	Desirable	
Staff	Any	Essential	Knowledge of working in a Fmn HQ
Command			
Fields/Trades			
Environments			
Other Comments	Must be competent with the use of Microsoft Office applications, PAPMIS and JPA. HQ staff experience essential. Previous G1 staff and PAPMIS experience essential.		
Originator: Capt Hand	Appt: Adj ASpU	E-mail: Nicholas.Hand100@mod.gov.uk	Tel: 94391 3750
Auth by 2nd RO: Lt Col Ehlen	Appt: CO ASpU	E-mail: gregory.ehlen395@mod.gov.uk	Date: 1 Apr 21

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