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<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	QUARTERMASTER/MTO/UWO	<b>Date Approved</b>	
<b>Unit</b>	Northumbrian UOTC	<b>Approved By</b>	
<b>Location</b>	St Cuthbert's Keep, Newcastle Upon Tyne	<b>TLB</b>	
<b>Establishment Type</b>	Established PID	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	FTRS (LC)	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A4162A	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	Capt Gamblin	<b>Staff/Command</b>	
<b>E-mail</b>	Martin.gamblin133@mod.gov.uk	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	0300 1572637	<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	XO NUOTC	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO NUOTC	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To develop the leadership potential of selected university students and Potential Officers for the Army Reserve raising awareness of the Army's ethos and building interest in its career opportunities; in order to secure the commitment, whether as officers or as future leaders in their chosen profession, to champion the Army in Society.			
<b>Position Role:</b> Quartermaster/MTO			
<b>Responsibilities:</b> 1. Provide advice and guidance to the Commanding Officer in all G4 matters. 2. Maintain and review G4 procedures to maximise service to the Unit. 3. Management of the Unit Infrastructure and enabling contracts. 4. Chair of the SHE&SD Committee (in the absence of the CO) and the focal point for all matters regarding SHE. . 5. Lead for all relevant mandatory inspections including LSA&I, LEA, Radiation Protection and SHE&SD Inspections. 6. Chair all relevant MT, SHE & EC on behalf of the CO. 7. Fulfills the responsibility of MTO and to advise the CO on all matters pertaining to MT in line with current regs 8. Unit Welfare Officer for small staff cohort and liaison with student welfare services.			
<b>Pre Appt/Deployment Trg:</b> AA QM Cse			
<b>Domestic Considerations:</b> Nil			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Professional effectiveness	Has the ability and sufficient wide military experience to enable effective mentoring of potential officers.		
Management	Allocates resources efficiently and optimises capability within constraints. Develops successful interpersonal relationships with others.		
Leadership.	Role models the Service behaviours and leadership code, providing a credible and competent example. Sets and communicates clear objectives, motivating and, where applicable, managing and developing others.		
Physical and Mental Resilience.	Withstands physical and mental strain and performs effectively under pressure; maintaining physical readiness and focus.		
Problem Solving and Decision Making.	Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk.		
Teamwork and Collaboration.	Builds relationships and team cohesion to enable collaborative working to achieve organisational outcomes.		
Values and Standards.	Lives by the Values and Standards of own Service, upholding these in challenging or ambiguous circumstances. Exemplary understanding and application of D&I.		
Judgement	Sets an example consistent with Service Values & Standards.		
Delivering Results.	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required		

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

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<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	QM USA DTM / DRSA UEM RSO JAMES MJDI UAA MTO UWO LEOC IMMAP	Essential Essential Essential Desirable Desirable Desirable Essential Essential Essential Desirable Desirable	Qualified within 12 months
Other Quals/Competencies			DURALS aware, MyHR aware, Pollution Control qualified is a desirable
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Any		
Operational	Not essential		
Staff			
Command	Sub Unit	Desirable	
Fields/Trades	Logistics	Desirable	
Environments	Training Estb	Desirable	
<b>Other Comments</b>	<p>UOTCs deliver a distributed RMAS syllabus with a small staff of mixed Regular, Reserve, FTRS and Civil Service pers. The unit is a Reserve Phase 1 training establishment within the nuanced university space. The QM must be a flexible and proactive problem solver. Diplomacy and empathy are vital to work within a diverse team, balanced with the morale courage to maintain the highest standards. Risk is a daily occurrence which requires sound judgement and management - this appt is not for the fainthearted. The QM must be a credible officer who is able to take on additional responsibility and be a role model to both fellow staff and OCdts. In a single day the QM might deal with planning support to a 12 month training programme, responding to an audit report and then discussion with local units about the loan of equipment for an exercise.</p>		
<b>Originator:</b> Capt Norman		<b>Appt:</b> Adjt	<b>E-mail:</b> michelle.norman448@mod.gov.uk
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col DENTON		<b>Appt:</b> CO	<b>E-mail:</b> :terry.denton162@mod.gov.uk
			<b>Tel:</b> 0300 1636529
			<b>Date:</b> Feb 23

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