

[UNCLASSIFIED]

| JOB SPECIFICATION (2010) | | JSN | |
|---------------------------------|----------------------------------|-----------------------------|-------------------|
| Position Title | PSAO Ypres Coy GREN GDS | Date Approved | |
| Unit | 1 st Bn London Guards | Approved By | Land |
| Location | Kingston-Upon-Thames, KT1 2QX | TLB | Land |
| Establishment Type | Endorsed | Rank/Grade | OF2 |
| Establishment/OET Ref | 061506 / Ver 49 | Service/Type/Arm | Army E2 RD |
| UIN/SLIM/JPA PID | A6046K / 01355043 / 2185826 | Exch/NATO/JSRL No | |
| Incumbent | WO1 Till | Staff/Command | |
| E-mail | 1LDNGDS-Ypres-PSAO | WTE/MSTAR | |
| Phone Number | 94647 2402 | Manning Priority | |
| Security Status/Caveats | SC | Assignment Length | 36 Months |
| Reporting Chain | Army Officer | Primary Career Field | HR Administration |
| 1 st RO | OC G Coy | Sub Field 1 | |
| 2 nd RO | Commanding Officer | Secondary Field | |
| 3 rd RO | | Sub Field 2 | |

Unit Role: Reserve Light Role Infantry Battalion

Position Role: FTRS (HC) – PERMANENT STAFF ADMINISTRATION OFFICER (PSAO)
YPRES COMPANY, 1st BN LONDON GUARDS

Responsibilities:

1. Permanent Staff Administration/Supervision including Recruiting & Retention.
2. Supervision of Sub-Unit routines and training including: Admin of Army Reserve Pay, Documentation, Allowances and routine MS.
3. Sub-Unit Civilian Line Manager, Facilities Manager including maintenance of ARC, Lettings, Supervision of Sub-unit Administration Office and Ration Account.
4. Company Non-Public Service Fund Account. Treasurer and Financial Advisor to G Coy Trustees, £20k+ account. Responsible for Bars including Gaming Machines where appropriate.
5. Maintenance of Sub-unit Publications Library, Preparation of Sub-unit for External Inspections, Deployment of Reservists (DAC).
6. Sub-unit Security, Fire, Diversity and Inclusion, Welfare, Health and Safety and Data Protection Officer.
7. Other Duties: To assist, where requested and appropriate, with any sponsored associations particularly where that assistance is for the good and benefit of the London Regiment as a whole.
8. Any other duties as may be required by the Commanding Officer.

Pre Appt/Deployment Trg: G1 background & Service Funds (Non Public) Accounts trained.

Domestic Considerations: Must be able to attend Drill nights. Tuesday

| Performance Attributes | Priority Component Features | | |
|--|------------------------------------|----------------------------------|--------------------------------------|
| Education/Training | Type | Pri | Comments |
| Military Quals | Serv Funds | Yes | Must be trained prior to appointment |
| Other Quals/Competencies | E&D | | |
| Education | | | |
| Language | | | |
| Experience | | | |
| Service/Arm/OGD | Reg/Res | | Preferable |
| Operational | | | |
| Staff | | | |
| Command | | | |
| Fields/Trades | | | |
| Environments | | | |
| Other Comments | | | |
| Originator: Capt Y Thapa | Appt: RCMO | E-mail: 1LDNGDS-BnHQ-RCMO | Tel: 94521 2634 |
| Auth by 2nd RO: Lt Col C Sykes | Appt: CO 1LDN GDS | E-mail: 1LDNGDS-CO | Date: 19 Feb 23 |

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