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JOB SPECIFICATION (2017)		JSN	
Position Title	RAO	Date Approved	
Unit	6 RIFLES	Approved By	
Location	ARC 6 RIFLES Exeter	TLB	HQ LF
Establishment Type	Established	Rank/Grade	OF3
Establishment/OET Ref	tbc	Service/Type/Arm	Army/E1
UIN/SLIM/JPA PID	A6044A -2001196	Exch/NATO/JSRL No	
Incumbent		Staff/Command	
E-mail		WTE/MSTAR	
Phone Number	94348 2459	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain	Army	Primary Career Field	Human Resources
1 st RO	CO	Sub Field 1	MS/CM
2 nd RO		Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: AR Infantry Battalion			
Position Role: FTRS(HC)-Regimental Administration Officer			
Responsibilities:			
<p>RAO. Responsible to the Commanding Officer for the co-ordination, control and management of the prompt and efficient administrative support for 6 Rifles.</p> <p>G1 Responsibilities.</p> <ol style="list-style-type: none"> (1) Deliver HR Administration including attendance-based pay. (2) Audit Public and Non-Public Funds including I Expense claims. (3) Secretary Fund Management Board. (4) Civilian HR Advisor. (5) Oversee Mobilisation of 6 Rifles personnel (6) Line manage ROSO and RCMO. (7) Lead SPS Reserve Detachment. (8) Line manage BHQ Civilian Staff. (9) Resettlement Briefing Officer (10) Data Protection Officer. (11) Information Manager. (12) Casualty Notifying Officer. 			
Domestic Considerations: Required to visit sub units every two months. Tue evenings and occasional weekend			
Performance Attributes		Priority Component Features	
Subordinate Development	((Career manage small but dislocated detachment of reservists. This will include interviewing potential recruits, organising specialist training and taking advantage of Pairing with 1 RIFLES SPS Detachment.		
Professional Effectiveness	Previous RAO experience essential.		
Judgement	Tact and discretion are key requirements. Able to proactively assess and implement personal policy at unit level.		
Powers of Communication	Able to communicate effectively orally and on paper.		
Education/Training	Type	Pri	Comments
Military Quals		Essential	RAO Course.
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	AGC SPS	High	
Operational Staff	Any	Medium	operational experience desirable
Command	N/A		
Fields/Trades	HR	High	AGC SPS
Environments	HC		
Other Comments	This post is ideally suited for a AGC SPS Officer who has been employed as an RAO. Some experience of working with the reserve would be preferable		
Originator: D Simmons		Appt: RCMO 6	E-mail: Tel:94348 2698

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

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