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JOB SPECIFICATION (2010)		JSN	
Position Title	CQMS 32 MI Coy	Date Approved	
Unit	3 MI Bn	Approved By	
Location	Coldhams Lane ARC, CAMBRIDGE	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref	06/8401	Service/Type/Arm	
UIN/SLIM/JPA PID	A1728Y / 01341561 / 1865050	Exch/NATO/JSRL No	
Incumbent	A/SSgt Dawson	Staff/Command	
E-mail	Colin.Dawson230 @mod.gov.uk	WTE/MSTAR	
Phone Number	94658 5790	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	ARMY	Primary Career Field	
1 st RO	OC 32 MI Coy	Sub Field 1	
2 nd RO	QM 3 MI Bn	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: To deliver intelligence support to operations across Defence and Other Government Departments.			
Position Role: CQMS			
Responsibilities:			
<ol style="list-style-type: none"> 1. Management and Control of 32 MI Coy allocation of the Bn Equipment Table. 2. Management of the Coy Miscellaneous Stores and Coy Property Accounts. 3. Day to day management of 32 Coy allocation of arms and associated equipment. 4. Membership of Equipment Care, Road Safety and SHEF Committees. 5. Assistant Bn Fire SNCO. 6. Health & Safety Advisor. 7. Qualified First Aider. 8. Assist with RFCA Estates/Works Orders implementation and management in the day-to-day running of Coldhams Lane ARC.. 9. Manage all MT Matters. Including driving detail managerial checks. 			
Pre Appt/Deployment Trg: All Arms CQMS course			
Domestic Considerations: Able to travel to and work in Cambridge			
Performance Attributes	Priority Component Features		
Leadership			
Professional Effectiveness	Essential to demonstrate a high level of G4 understanding and aptitude and the ability to deliver G4 sp to Coy personnel.		
Communications			
Subordinate Development			
Education/Training	Type	Pri	Comments
Military Quals	CQMS	Essential	
Other Quals/Competencies	MJDI Materiel	Desirable	
	Accountant	Essential	Fleet management and allocation of vehicles, including hired vehicles.
	CLARITY	Essential	Fault reporting and MT Recording
	JAMES	Essential	
	CBRN	Desirable	Sizing, fitting maintenance and managerial checks of Sub Unit Respirators.
	Instructor		
Education			
Language			
Experience			
Service/Arm/OGD	Army / E2	Essential	
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other Comments	The incumbent must have a strong G4 background, ideally having previously served as a CQMS.		
Originator: Capt N Rowles	Appt: RCMO 3 MIBn	E-mail: Nick.Rowles514@mod.gov.uk	Tel: 94621 3963
Auth by 2nd RO: Maj S Robinson	Appt: QM 3 MI Bn	E-mail: Stuart.Robinson682@mod.gov.uk	Date: 7 Mar 19

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