

**[UNCLASSIFIED]**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	RQMS (T) FTRS HC / E2 / RD	<b>Date Approved</b>	
<b>Unit</b>	4 PARA	<b>Approved By</b>	
<b>Location</b>	Thornbury Barracks, Leeds	<b>TLB</b>	
<b>Establishment Type</b>	Land Forces Established Post	<b>Rank/Grade</b>	OR8 / WO2
<b>Establishment/OET Ref</b>	61515 vsn 36 01 Jun 22	<b>Service/Type/Arm</b>	Army FTRS E2
<b>UIN/SLIM/JPA PID</b>	A6055A / 632373 / 2021771	<b>Exch/NATO/JSRL No</b>	nil
<b>Incumbent</b>	WO2 P Clegg	<b>Staff/Command</b>	nil
<b>E-mail</b>	Philip.Clegg405@mod.gov.uk	<b>WTE/MSTAR</b>	nil
<b>Phone Number</b>		<b>Manning Priority</b>	n/a
<b>Security Status/Caveats</b>		<b>Assignment Length</b>	36 mths
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	
1 <sup>st</sup> RO	QM	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> Airborne Light Infantry			
<b>Position Role:</b> Regiment Quarter Master Sergeant (RQMS)			
<b>Responsibilities:</b>			
<ol style="list-style-type: none"> <li>Accounting, management, documentation, maintenance and operational serviceability of the unit equipment holdings.</li> <li>Management of the Bn's weapons and ammunition to support deployments and training.</li> <li>Lead and direct unit G4 and G4 staff and provide SNE advice to the Bn Comd.</li> <li>Assist and advise BSM in relation to unit BOWMAN holdings and management ensuring all BOWMAN equipment is being accounted for as per current regulations.</li> <li>Unit lead in preparation for Logistic, Supply Assurance and Inspection and Land Equipment Assurance.</li> <li>Group focal point for all infrastructure-related contractor issues and liaison.</li> <li>Unit SHEF assistant to QM.</li> <li>Undertake projects as tasked by the Quartermaster.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> RQMS Course			
<b>Domestic Considerations:</b>			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Management	Plans, organises and designates priorities effectively.		
Initiative	Displays enterprise and is willing to take appropriate action.		
Professional Effectiveness	Shows clear understanding of professional environment.		
Judgement	Demonstrates critical application of available information to arrive at sound, timely decisions.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	AA RQMS MJDI UAA Radiation Workplace Supervisor UAMS Airborne G4 experience JAMES UA CHURCHILL	Essential Essential Essential Essential Desirable Desirable	G4 elements specific to Airborne Unit.
Other Quals/Competencies	Fire Offrs Cse Ammo Accounting	Desirable Desirable	
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Operational			
Staff			
Command			
Fields/Trades			
Environments			

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<b>Other Comments</b>	RQMS - Senior Materiel Accountant (SMA) and Unit Application Administrator (UAA) directly responsible to the QM for the smooth running and daily management of the QM's Department to enable the Unit to fulfil its role, in accordance with current regulations and policy.  Must be able to commute daily to Leeds to be on site during core hours and undertake limited separated service as required by the role within the boundaries of the TACOS		
<b>Originator:</b> Capt TMD Hawkins	<b>Appt:</b> RCMO	<b>E-mail:</b> 4PARA-RCMO@mod.gov.uk	<b>Tel:</b> <b>0141 224 5626</b>
<b>Auth by 2<sup>nd</sup> RO:</b> Maj P Jamieson	<b>Appt:</b> QM	<b>E-mail:</b> Peter.Jamieson650@mod.gov.uk	<b>Date:</b> 11 Jan 24

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