

**ANNEX A TO
CHAPTER 3
JSP 755**

JOB SPECIFICATION

**Profile of Position: RQMS
SLIM No: 00634786**

Position Details

Rank	OR8/WO2	Org. Unit	RWxY	UIN	A2909A
Upper Lower Rank	OR8/WO2	Org. Type	Permanent	Exchange With	
Service (Job)	Army RAC Crewman	TLB	HQLF	Location	Bovington
Start Date for Position	1 Apr 11	Proposed End Date for Position		Workforce Requirement Driving	Yes
Hiring Status	Active	Position Status	Valid	Position Type	Shared
Person Category	FTRS(HC)	Position Status EIT		Service Option	Single Service
Domain		Career Field		Sub Career Field	
Talent Management		Tour Length	36 months	Handover	
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	QM 1550269	Hierarchy Parent 2	CO 1469190	Hierarchy Parent 3	N/A
Incumbent	WO2 S Cullen	Incumbent Future Availability Date	20 Nov 22	Environment	Army
Minimum Medical Standard		Child Positions		Preferred Gender	N/A

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
SO3 FTRS	Army	20 Nov 17	19 Nov 22
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
RAC	Crew Crew	RWxY	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5

Unit & Position Role

Unit Function	To prepare suitably trained, equipped and motivated officers and soldiers for operations,
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	in accordance with HQ 12 Armoured Infantry Brigade's operational requirements and wider Defence needs
Position Role	Responsible to the QM for the day-to-day management & running of all non-technical stores and accounts associated with those areas.

Responsibilities

Understand and operate a variety of systems and applications including JAMES, ARMS, UAMS II, CHURCHILL, MILLIE, CP&F, SLIM, VERITAS and internal auditing for all accounting areas. Act as the sole accountant as the regiments EPC/LVP.
Supervise military and civilian storeman and act as Line Manager to civilian store personnel.
Be familiar with, Radiation & Radon Protection measures and understand the documentation required for items in transit and being the focal point for all matters relating to Radiation Protection (should qualify as a WPS Workplace Supervisor).
Qualify and act as Unit Administrative Assistant (MJDI), having already qualified as an MA (Materiel Accountant.)
Be fully familiar with current Safety, Health, Environment and Fire regulations.
Monitor, co-ordinate, and audit Equipment Care on behalf of QM. Deputise for the QM during periods of absence or gapping.
Responsible for the running of the Ammunition Account and be responsible for producing all Dangerous Goods notes and Necessary paperwork for the movement of High Consequence dangerous goods (Ammunition).
Be prepared to support the Regiment during weekend training activities, regimentally required Currency & Competency (CPD), and during the Regiment's Annual Training Period (ATP).

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
MJDI User (MA)	High	Y	
UAA	High	Y	
Ammunition accountant	High	Y	
All Arms RQMs cse	High	Y	

Pre-Employment Training

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority
RQMS	Essential	MJDI (MA)	High	Ammo Acct	High

Local Considerations

Domestic
To be available to react, 30min from local area (Bovington)
Employer Comments
Needs to have a high level of G4 Armd (Combat) experience – understanding both a technical and material RQMS appointments/roles.