

JOB SPECIFICATION (2020)		JSN	
Position Title	MT SNCO	Date Approved	
Unit	202 (Midlands) Field Hospital	Approved By	
Location	Birmingham	TLB	
Establishment Type	Established Post	Rank/Grade	Sgt
Establishment/OET Ref	61376	Service/Type/Arm	
UIN/SLIM/JPA PID	A3831A/1374735/2053898	Exch/NATO/JSRL No	
Incumbent	Vacant	Staff/Command	
E-mail	TBC	WTE/MSTAR	
Phone Number	TBC	Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	
1 st RO	QM	Sub Field 1	
2 nd RO	2IC	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: [On order deploy trained FE@R in role to operations worldwide in order to support HQ 2 Med Bde's contribution to a deployed force.]			
Position Role: MT SNCO			
Responsibilities: <ol style="list-style-type: none"> 1. Responsible to the QM and RQMS for the day to day administration of MT planning, management, coordination and delivery within the unit across at all unit locations to ensure full compliance with JSP 800 and relevant civilian legislation. 2. The co-ordination of driving details for all vehicles in unit fleet and, where necessary, carrying out those details. 3. Management of vehicles and other equipment on the relevant JAMES and CLARITY MIS, maintaining all other MT documentation in hard copy and electronically and maintaining the unit fuel accounts. 4. Manage and deliver MT and other relevant training in line with SQEP as well as acting as a mentor for reservists, particularly the unit RLC cohort. Be prepared to deliver this on a planned basis on unit training events, including Drill Nights, weekends and on ACT. 5. Manage receipt and return of hire vehicles. 6. Review and amendment of unit MT policies and monitoring/reporting on compliance with those policies within unit. Co-ordinate internal audits of these policies and act as unit main point of contact for external audits. 7. Liaison with DSG and other contractors to ensure the timely delivery/collection of MT and other unit equipment requiring servicing, repair or modification. 8. Co-ordinate SHEF for MT areas, including review and update of relevant risk assessments for garage activities, wash down area and COSHH for fuels, lubricants 9. Assist the QM and RQMS to deliver day to day equipment care in the unit across all equipment types, ensuring that servicing, maintenance and fault reporting for all equipment is planned, carried out in and recorded in accordance with current regulations and unit policies. 10.. Review and amendment of unit Equipment Care policies and monitoring/reporting on compliance with those policies within unit. Co-ordinate internal audits of these policies and act as unit main point of contact for external audits. 11. Lead custodian for unit armoury and manage issue/receipt of and accounting for unit weapons ensuring sufficient cover for unit needs outside of normal working hours. 12. Attend relevant unit meetings (including those that take place outside of normal working hours) as directed by QM and/or RQMS as SME lead and/or cover for other G4 areas. 13. Be prepared to assist in other G4 and wider unit taskings as directed by the QM and RQMS. 			
Pre Appt/Deployment Trg: Nil			
Domestic Considerations: [Should be ideally located within 50 miles of the Army Reserve Centre. No accommodation is available]			
Performance Attributes	Priority Component Features		
Organisational Awareness and Understanding	[Understands internal and external workings and structures of their own organisation and its wider interactions.		
[Communication	[Effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.		
[Resource Management	[Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes.		
[Decision Making	[Makes timely decisions authoritatively and with consideration of priorities and impacts, at various organisational levels.		

Education/Training	Type	Pri	Comments
Military Quals	DTM DRSA DDE	Essential Desirable Desirable	Defence Transport Manager Defence Road Safety Advisor Defence Driving Examiner
Other Quals/Competencies	JAMES HAZMAT	Essential Desirable	
Education	SCLM Pt3	Desirable	No current requirement for AR Personnel
Language	English	Essential	
Experience			
Service/Arm/OGD	E2	N/A	
Operational	Yes	Desirable	
Staff	N/A		
Command	N/A		
Fields/Trades	RD/MT	Essential	
Environments	Log	Essential	
Other Comments			
Originator: Maj Kershaw	Appt: QM	E-mail: Philip.Kershaw801@mod.gov.uk	Tel: 03001605853
Auth by 2nd RO: Col C Dutton	Appt: CO	E-mail: Clare.Dutton932@mod.gov.uk	Date: 09 Aug 2022