

Issue Date:

Review Date:

## **TERMS OF REFERENCE FOR**

Post Holder:

Full Title: CSGT LOGISTICS FTRS RQMS 2

Short Title: RQMS 2

### **Part 1: Job Summary**

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose. Maintain Unit ammunition operational capability
2. Secondary Purposes. Manage the MJDI Unit Loan Account

#### **ACCOUNTABILITY**

3. Quartermaster 30 Cdo IX GP RM

#### **AUTHORITY**

- 4.

#### **TASKS**

5. The post holder is to carry out the following tasks:
  - a. Provide advice to the Unit on CASP demands.
  - b. Manage the Unit Ammunition storage facility
  - c. Utilise the Unit Churchill Ammunition planning tool
  - d. Maintain Logistic Management competency
  - e. Delegated responsibility from the ESR to sign Permit to Work documents
  - f. Mentor subordinates as an SME in Logistics

#### **ESTABLISHMENT DUTIES**

6. The post holder will carry out the following Establishment Duties:
  - a. Duty SNCO

#### **COMPETENCIES**

7. The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
	Building Controller	BASIC
	Forklift operator	BASIC
	Dangerous Goods Consignor	BASIC
	MJDI MA Cse	BASIC
	MJDI UAA Cse	INT
	RQMS Cse	ADV

## **Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:
  - a. Norway deployment 2023 (order and manage all deployable kit and equipment and return within specified timelines).
  - b. Adequately prepare and achieve a successful pass of the Inspectorate of Navy Ammunition inspection.
  - c. Adequately prepare and achieve a successful pass of the Logistics Supply Assurance Inspection.

Signature of Job Holder

Signature of Line Manager

Date:

Date: