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<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	Warrant Officer Personnel Support	<b>Date Approved</b>	
<b>Unit</b>	Andover Support Unit	<b>Approved By</b>	
<b>Location</b>	Marlborough Lines Andover	<b>TLB</b>	
<b>Establishment Type</b>	Permanent	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	808087 Dated 1 APR 12	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A3006Z-1234531/1719794	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	New Post	<b>Staff/Command</b>	
<b>E-mail</b>	TBC	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94391 7153	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	
<b>Reporting Chain</b>	ARMY	<b>Primary Career Field</b>	
1 <sup>st</sup> RO	Adjt Andover Support Unit	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO Andover Support Unit	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To provide infrastructure, equipment, welfare and administrative support to Army Headquarters and Andover Station Lodger Units.			
<b>Position Role:</b> Manage the Station PAPMIS and provide technical assurance. Provide UHC statistics and support to the CoC on G1 (Pers) & G7 (Trg) matters.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Provide advice and guidance to the CofC on PAPMIS Policy and Technical Issues and be conversant with AGAI 78.</li> <li>2. Responsible for designing and implementing an effective PAPMIS Audit and Assurance Programme which conforms to AGAI Vol 2 Chap 78.</li> <li>3. Day to Day management of the PAPMIS System including Account Creation and Authorisation of Unit AD accounts.</li> <li>4. Day to day management of G1 deployability for all personnel administered by ASpU.</li> <li>5. Support the Adjt and UWO in coordinating the Station Unit Health Committee Meetings. Provide G1 Deployability statistics for Part 1 UHCs.</li> <li>6. Coordinate the completion of ITRs for all ASpU military staff and ensure ODR is updated.</li> <li>7. Assist the Station TRiM Co-ordinator and complete all G1 POSM related matters.</li> <li>8. Deputise for the Adjt when required and complete any other duties as required by ASpU Adj, 2IC &amp; CO..</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> TBC			
<b>Domestic Considerations:</b> Nil			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Initiative	Creates and grasps opportunities for improvements whilst demonstrating enterprise and willingness to take appropriate action.		
Reliability	Demonstrates a sense of duty and commitment whilst displaying loyalty, trustworthiness, conscientiousness and consistency.		
Effective Intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Professional Effectiveness	Carries out the full range of tasks effectively and can demonstrate a clear understanding of their professional environment.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals			
Other Quals/Competencies			
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Any		E2 Appointment
Operational	Recent	Desirable	
Staff	Any	Essential	Knowledge of working in a Fmn HQ
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>	Must be competent with the use of Microsoft Office applications, PAPMIS and JPA. HQ staff experience essential. Previous G1 staff and PAPMIS experience essential.		
<b>Originator:</b> Capt Hand	<b>Appt:</b> Adj ASpU	<b>E-mail:</b> <a href="mailto:Nicholas.Hand100@mod.gov.uk">Nicholas.Hand100@mod.gov.uk</a>	<b>Tel:</b> 94391 3750
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col Ehlen	<b>Appt:</b> CO ASpU	<b>E-mail:</b> <a href="mailto:gregory.ehlen395@mod.gov.uk">gregory.ehlen395@mod.gov.uk</a>	<b>Date:</b> 1 Apr 21

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