

JOB SPECIFICATION		JSN	
Position Title	Permanent Staff Administration Officer	Date Approved	
Unit	217 Fd Sqn (EOD&S), 101 Engr Regt (EOD&S)	Approved By	1XX
Location	Army Reserve Centre, Ilford, Gordon Rd, Ilford, IG1 1SW	TLB	1XX
Establishment Type	Established Post	Rank/Grade	OF2
Establishment/OET Ref	ET No: 1008852 Ver 9 dated 1 Jul 21	Service/Type/Arm	RE
UIN/SLIM/JPA PID	A0518D / 1347058 / 2045364	Exch/NATO/JSRL No	
Incumbent	WO1 Nicholson	Staff/Command	
E-mail	101engr-217-PSAO@mod.gov.uk	WTE/MSTAR	
Phone Number	94691 XXXX/ 0208 697 9XXX	Manning Priority	1
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain		Primary Career Field	Pers
1 st RO	OC 217 Fd Sqn (EOD&S)	Sub Field 1	
2 nd RO	CO 101 Engr Regt (EOD&S)	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Explosive Ordnance Disposal and Search Support to 29 (EOD & Search) Gp			
Position Role: Permanent Staff Administration Officer 217 Fd Sqn (EOD&S)			
Responsibilities:			
1. Supports the OC in managing the units G1/MS and is the Reporting Officer for all Civil servants.			
2. Support the OC in managing the units G4 and EC responsibilities.			
3. Act as first line career manager for all Army Reservists post Phase 1 Training.			
4. Assuring Officer for RAPS.			
5. Lead for all Force Generation: provide liaison and support to employers to enable personnel to be released for operations and monitor their integration back to employment on de-mobilisation. Completes the MobReps.			
6. Act as the sub unit Security Officer and lead for all G2 assurance.			
7. Sub unit lead for welfare, D&I, MS Referrals, and vetting.			
8. Act as the sub unit Fund Manager for all service funds held.			
9. In liaison with resident units is responsible for the routine operation of the ARCs in Southend on Sea.			
10. Lead for coordinating CNO/CVO duties and mentoring of unit EOs as required by 7X.			
Provides first line support to sub unit recruiting staff.			
Pre Appt/Deployment Trg: RCMO / Unit Welfare Offr Cse/ EDIA			
Domestic Considerations: Must live within a reasonable commuting distance of ARC			
Performance Attributes	Priority Component Features		
Education/Training	Type	Pri	Comments
Military Quals	RCMO	1	Either prior to or shortly after taking post
	Fund Manager	1	
	Welfare Offr	2	
	AA QM	2	
	EDIA		
Other Quals/Competencies			
Experience			
Service/Arm/OGD	ARMY/RE	2	Previous RE experience highly desirable
Operational	ARMY/RE	2	Previous RE experience desirable
Staff	N/A		
Command	N/A		
Fields/Trades	G1	1	Previous G1 experience highly desirable.
Environments	HR	2	Experience of working desirable.
Other Comments			
Originator: Capt Andrews RE	Appt: RCMO	E-mail: john.andrews484@mod.gov.uk	Tel: 0300 151 8231
Auth by 2nd RO:	Appt: CO	E-mail: David.White876@mod.gov.uk	Date: 8 Dec 23