

**UNCLASSIFIED**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	CQMS 32 MI Coy	<b>Date Approved</b>	
<b>Unit</b>	3 MI Bn	<b>Approved By</b>	
<b>Location</b>	Coldhams Lane ARC, CAMBRIDGE	<b>TLB</b>	
<b>Establishment Type</b>	Established Post	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	06/8401	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A1728Y / 01341561 / 1865050	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	A/SSgt Dawson	<b>Staff/Command</b>	
<b>E-mail</b>	Colin.Dawson230 @mod.gov.uk	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94658 5790	<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	OC 32 MI Coy	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	QM 3 MI Bn	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role: To deliver intelligence support to operations across Defence and Other Government Departments.</b>			
<b>Position Role: CQMS</b>			
<b>Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. Management and Control of 32 MI Coy allocation of the Bn Equipment Table.</li> <li>2. Management of the Coy Miscellaneous Stores and Coy Property Accounts.</li> <li>3. Day to day management of 32 Coy allocation of arms and associated equipment.</li> <li>4. Membership of Equipment Care, Road Safety and SHEF Committees.</li> <li>5. Assistant Bn Fire SNCO.</li> <li>6. Health &amp; Safety Advisor.</li> <li>7. Qualified First Aider.</li> <li>8. Assist with RFCA Estates/Works Orders implementation and management in the day-to-day running of Coldhams Lane ARC..</li> <li>9. Manage all MT Matters. Including driving detail managerial checks.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> All Arms CQMS course			
<b>Domestic Considerations:</b> Able to travel to and work in Cambridge			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
<b>Leadership</b>			
<b>Professional Effectiveness</b>	Essential to demonstrate a high level of G4 understanding and aptitude and the ability to deliver G4 sp to Coy personnel.		
<b>Communications</b>			
<b>Subordinate Development</b>			
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	CQMS	Essential	
Other Quals/Competencies	MJDI Materiel Accountant CLARITY	Desirable Essential	Fleet management and allocation of vehicles, including hired vehicles.
	JAMES CBRN Instructor	Essential Desirable	Fault reporting and MT Recording Sizing, fitting maintenance and managerial checks of Sub Unit Respirators.
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Army / E2	Essential	
Operational Staff			
Command Fields/Trades			
Environments			
<b>Other Comments</b>	The incumbent must have a strong G4 background, ideally having previously served as a CQMS.		
<b>Originator:</b> Capt N Rowles	<b>Appt:</b> RCMO 3 MIBn	<b>E-mail:</b> Nick.Rowles514@mod.gov.uk	<b>Tel:</b> 94621 3963
<b>Auth by 2<sup>nd</sup> RO:</b> Maj S Robinson	<b>Appt:</b> QM 3 MI Bn	<b>E-mail:</b> Stuart.Robinson682@mod.gov.uk	<b>Date:</b> 7 Mar 19

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