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JOB SPECIFICATION (2010)		JSN	
Position Title	Permanent Staff Admin Offr (PSAO)	Date Approved	
Unit	103 REGT RA	Approved By	
Location	ARC Centre, Belle Vue, Manchester , M12 5PQ	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID		Exch/NATO/JSRL No	
Incumbent	WO1 G FETIGAN RA	Staff/Command	
E-mail		WTE/MSTAR	
Phone Number	0161 230 6710	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO		Sub Field 1	
2 nd RO		Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Conduct Royal Artillery support to operations as directed by Higher Comd. In addition, prepare force elements and individuals for current operations.			
Position Role: Influence and support the Unit mission and maintain sufficient manning.			
Responsibilities:			
<p>The Permanent Staff Administration Officer (PSAO) is responsible to the Bty Comd for the overall management of administrative matters in respect of Bty personnel, the QM/RFCAs for accommodation and equipment, and to the RAO for Regiment Administration policy covering all aspects of G1 to G9. The CO's Directive and Unit Standing Orders are to be adhered to; however PSAO key responsibilities and reporting duties include:</p>			
<p>a. All administrative and personnel matters including pay, recruitment, leave, enlistments, re-engagements, discharges, promotions, PAP 10. The PSAO is required to ensure Bty JPA information is current and Bty administrative management practices routinely produce administrative documentation, forms and reports within required policy timelines to effect efficient Bty administration and a pass at the annual GIA inspection.</p>			
<p>b. Provide Recruitment statistics and manning support. The PSAO is the focus for the Battery Recruiting Plan, under the direction of the Battery Commander and ROSO. He is to cultivate external relationships with the media, civic personalities and any other persons or organisations that are able to assist him with recruiting. He is to ensure that the Battery retains as many trained soldiers as is practicable.</p>			
<p>c. Fund Manager and Service Fund Account Holder in compliance with Unit Standing Orders (must be a commissioned officer and complete a Fund Manager course). WO1 applicants will be considered with a workaround adopted.</p>			
<p>d. Management of the ARC on behalf of the QM and RFCAs including Security, Fire, Health and Safety Officer for all personnel and all G4 functions for the Bty.</p>			
<p>e. Sub-Unit Data Protection Officer, Welfare Officer and Equality and Diversity Advisor (post training).</p>			
<p>The PSAO is key to maintaining an appropriately manned and motivated Sub-Unit by delivering effective recruit and personnel administration, finance (including Reserve payroll), pre-mobilisation preparation of personal records and documents and as 'rear link' with the families of deployed personnel. The PSAO runs the Bty in the absence of the BC (Reserve). This post is vital to the provision of operational (mobilisation), recruitment and retention, PAP10 policy, Community Engagement and Management support. There is a constant need to oversee the recuperation/post tour management of individuals who have deployed and the PSAO has a vital role in the TRiM and post mobilisation administration of these individuals. An important role of the PSAO is to assist the ROSO in supporting welfare assurance for families and employers of deployed personnel. The PSAO ensures the delivery of the Army's governance and assurance requirements with regard to documents, weapons and data. Loss of these will have operational, security or reputation impact on the unit and in turn the Army.</p>			
Pre Appt/Deployment Trg: Service fund manager account on-line course.,			
Domestic Considerations: Must be able to travel daily to ARC, Belle Vue Manchester.			

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

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Performance Attributes	Priority Component Features		
Powers of Communication	Displays good oral communication ability to inform and convince.		
Effective Intelligence	Adapts to new circumstances and brings to bear both common sense and innovation.		
Initiative	Anticipates and resolves problems.		
Professional Effectiveness	Carries out the full range of tasks effectively.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	Army	Essential	Any Capbadge
Operational	General	Desirable	
Staff	SO3	Desirable	
Command	Sub Unit	Desirable	
Fields/Trades			
Environments	Training	Desirable	
Other Comments	This is an administrative management position which requires a good working knowledge of Windows packages including Word, Power-point, Excel. Previous exposure to G ladministration and Staff work is desirable.		
Originator: Maj J J LAMB AGC(SPS)	Appt: RAO	E-mail: 103RA-RAO	Tel: 945526821
Auth by 2nd RO:	Appt:	E-mail:	Date:

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