

**UNCLASSIFIED**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	COS	<b>Date Approved</b>	
<b>Unit</b>	RHQ RA	<b>Approved By</b>	
<b>Location</b>	Larkhill, Wiltshire	<b>TLB</b>	
<b>Establishment Type</b>	Established Post	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	TBD	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A5628A/01357266/1871849	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	Maj 'Joe' (Simon) Howe RA	<b>Staff/Command</b>	
<b>E-mail</b>	simon.howe519@mod.gov.uk	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94322 5816/01980 845816	<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	SO1 Pers, RHQ RA	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	RA Regt Col, RHQ RA	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> Regimental Headquarters Royal Artillery - responsible for fulfilling the Head of Arm function; manning and sustaining the Regiment; setting personnel policy; maintaining Regimental ethos and reputation; provide support to the soldier, his/her family and veterans; and preserve and maintain Regimental heritage.			
<b>Position Role:</b> Chief of Staff within RHQ RA.			
<b>Responsibilities:</b>			
1. Support the Regt Col in command of the HQ and coordination of staff branches and outputs. Act as the principal staff officer and POC for all Superior and Peer organisations.			
2. Provide RHQ RA direction as necessary on behalf of Regt Col.			
3. Plan and deliver RHQ RA outputs, including acting as an interface between RHQ RA and Army HQ, HQ Arms and Services, Formation HQs, HQ RSA, other HQs as required, and RA Regiments (Regular and Reserve).			
4. Manage the HQ battle rhythm and prioritise work to optimise HQ outputs and add value.			
5. Plan and deliver RHQ projects and support other key RHQ RA events, including Battlefield Studies, reviews, audits and inspections.			
6. Plan and coordinate the delivery of RA Governance Boards, RA Conference, LE CAB, Duncan Essay.			
7. Act as the PIRM for RHQ RA.			
8. Line Manage IMgr, PA and OR2 MT.			
<b>Pre Appt/Deployment Trg:</b> Nil.			
<b>Domestic Considerations:</b> Must live within realistic geographical proximity with willingness to travel to units, training, and events and meetings at Army HQ. Incumbent will need to work 5 days per week (0830 - 1700 as a minimum) with the normal routine leave entitlement.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Management	Plans, organises and designates priorities effectively.		
Initiative	Creates and grasps opportunities for improvements. Anticipates and resolves problems.		
Professional effectiveness	Maturity and credibility to advise directly and able to impart accurate, balanced and credible advice to both military and civilian personnel.		
Judgement	Able to maintain confidentiality, uphold the values and standards of the British Army. Acknowledges and mitigates risk to achieve objectives.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ICSC	Essential	Considerable verbal and written briefing requirement. Expected to consult widely across multiple HQs.
Other Quals/Competencies	NA		
Education	NA		
Language	NA		
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	RA essential with broad experience of RA disciplines desirable.
Operational	Any	Desirable	Operational experience preferred.
Staff	Army	Essential	Staff experience as SO2
Command	Sub-unit	Essential	Post sub-unit Reg or Res command aids credibility.
Fields/Trades	Any		
Environments			

**UNCLASSIFIED**

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

**UNCLASSIFIED**

<b>Other Comments</b>	<p>The ability to work within the Commander's intent is essential. The incumbent will be a self-starter, able to identify issues proactively, and develop and present workable solutions independently. Self-confidence and the ability to integrate into a multi-disciplined mixed military and civilian team is essential.</p> <p>It is essential for the individual to have previous staff and sub-unit command experience and operational experience is desirable. Experience of organising high profile events would be an advantage. Must have a clear understanding of Army hierarchy.</p> <p>The appointment, which will be based at Royal Artillery Barracks, Larkhill (and occasionally at Army HQ) is an FTRS HC contract and is office based during normal routine working hours. There may also be a requirement to visit RA units, exercises and events.</p>		
<b>Originator:</b> Lt Col P Shepheard-Walwyn MBE RA	<b>Appt:</b> SO1 Personnel	<b>E-mail:</b> Philip.Shepheard-Walwyn631@mod.gov.uk	<b>Tel:</b> 94322 5327
<b>Auth by 2<sup>nd</sup> RO:</b> Col J Catto ADC	<b>Appt:</b> Regt Col RA	<b>E-mail:</b> John.Catto144@mod.gov.uk	<b>Date:</b> 22 Feb 19

**UNCLASSIFIED**