

| JOB SPECIFICATION (2020) | | JSN | |
|---|--|-----------------------------|--------------------------|
| Position Title | Regimental Quartermaster Sergeant (RQMS) Maintenance RQMS M 1295833 | Date Approved | 16 Nov 21 |
| Unit | Defence School of Policing and Guarding | Approved By | Comdt DSPG |
| Location | Southwick Park, Fareham, PO17 6EJ | TLB | Army |
| Establishment Type | AET | Rank/Grade | OR8 (FTRS) |
| Establishment/OET Ref | 057448v5 | Service/Type/Arm | Army/RMP |
| UIN/SLIM/JPA PID | D0058C/ 515001/ 1295833 | Exch/NATO/JSRL No | |
| Incumbent | WO2(OR8) AGC(RMP) | Staff/Command | |
| E-mail | | WTE/MSTAR | |
| Phone Number | 93835 4234/0239228 4234 | Manning Priority | |
| Security Status/Caveats | SC | Assignment Length | |
| Reporting Chain | Mixed | Primary Career Field | |
| 1 st RO | QM DSPG (OF3, Army) | Sub Field 1 | |
| 2 nd RO | Comdt DSPG (OF4, Army/RAF) | Secondary Field | |
| 3 rd RO | Comdt DCLPA (OF5) | Sub Field 2 | |
| Unit Role: To Deliver Trained and Motivated Police, Guard and Security personnel whilst exploiting joint training opportunities with best practice partners to meet the operational priorities of Defence. | | | |
| Position Role: Provide logistic and infrastructure support to DSPG, in line with the unit role and Commandant's intent. | | | |
| Responsibilities: | | | |
| 1. Conduct material accounting and management of the DSPG stores, ammunition, miscellanies and accommodation accounts in line with the Defence Logistic Framework (DLF). | | | |
| 2. Conduct Health, Safety and Environmental assurance. Responsible to QM and SHEF advisor, for the adherence to current H&S legislation and implementation of Army Safety policy. | | | |
| 3. Liaison with the Soft FM and the Hard FM contractors to ensure that contracted outputs are achieved. | | | |
| 4. Responsible for the adherence to current policy and Logistic support assurance audits, including the Ammunition, LSA&I, ASEMSEA, Radiation audits. | | | |
| 5. Electronic procurement Card Holder Responsible for local purchase of goods and services to support DSPG infrastructure and training. | | | |
| 6. Conduct duties as the site Waste Manager to reduce site wastage in conjunction with the Soft FM provider. In adherence with MOD/DIO waste processes. | | | |
| 7. Conduct Energy Warden Duties to reduce site wastage in line with MOD policy and provide education and explore new initiatives. | | | |
| 8. Deputise for the QM DSPG in their absence. | | | |
| 9. Complete other tasks as directed by QM DSPG. | | | |
| Pre Appt/Deployment Trg: AARQMS | | | |
| Domestic Considerations: SLA on site, SFA in local locations. | | | |
| Performance Attributes | Priority Component Features | | |
| Professional Effectiveness | Ability to work under pressure with minimal supervision. | | |
| Leadership | Must be confident, articulate and able to brief at all levels. Must be able to motivate staff for specialist project work, which has long term milestones and deadlines. | | |
| Awareness and Understanding | Must be politically astute and aware of the Comdt's intent. Must be able to relate to staff and trainees in an emotionally intelligent way. | | |
| Values and Standards | Must behave in accordance with the code of conduct and set an impeccable personal example. | | |
| Education/Training | Type | Priority | Comments |
| Defence Competences | AARQMS | Essential | |
| Other Quals/Competencies | Basic CoFT, Radiation supervisor, H&S courses | Desirable | Can be completed in post |
| Education | | | |
| Language | | | |
| Experience | | | |
| Service/Arm/OGD | Army | Desirable | |
| Operational | Any | Desirable | |
| Staff | | Desirable | |
| Command | | Desirable | |
| Fields/Trades | | Essential | |
| Environments | Joint | Desirable | |
| Other Comments | Previous experience of logistics and infrastructure/facilities management, specifically liaison with MOD contractors and their suppliers, is preferable. | | |

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| Auth by 2nd RO: | Appt: Comdt | E-mail: mike.alabaster556@mod.gov.uk | Date: 16 Nov 21 |