

**[UNCLASSIFIED]**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	2020387
<b>Position Title</b>	ROSO	<b>Date Approved</b>	
<b>Unit</b>	4 PARA	<b>Approved By</b>	
<b>Location</b>	Pudsey, Leeds	<b>TLB</b>	Army
<b>Establishment Type</b>	AR Infantry Unit	<b>Rank/Grade</b>	OF2
<b>Establishment/OET Ref</b>	8005 – V26 Number 61515	<b>Service/Type/Arm</b>	Infantry
<b>UIN/SLIM/JPA PID</b>	<b>A6055A/01328516/2020387</b>	<b>Exch/NATO/JSRL No</b>	N/A
<b>Incumbent</b>	Kew, Stephen WO1	<b>Staff/Command</b>	N/A
<b>E-mail</b>	Stephen.Kew143@mod.gov.uk	<b>WTE/MSTAR</b>	N/A
<b>Phone Number</b>	S4B	<b>Manning Priority</b>	N/A
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	36 Months
<b>Reporting Chain</b>		<b>Primary Career Field</b>	Ops Sp
1 <sup>st</sup> RO	XO 4 PARA	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO 4 PARA	<b>Secondary Field</b>	Pers
3 <sup>rd</sup> RO	-	<b>Sub Field 2</b>	

**Unit Role:** Regimental Operational Support Officer (ROSO)

Please contact Adjt 4PARA [joseph.busby100@mod.gov.uk](mailto:joseph.busby100@mod.gov.uk) for more information.

**Responsibilities:**

1. Unit Welfare Officer (Supported by AR team and in support of Adjt) acting as CAP lead for VRMIS. Deliver Op Welfare Package to soldiers and families before, during and after mobilization.
2. Mobilise and Demobilise all IAs and act as mobilisation SME for unit. Liaise with MRTC, LOC, 16x and APC, on Mobilising/Demobilising of the AR.
3. Recruitment Officer. Direct, control and manage team of 4 regionally located Sgt ReMSOs. In conjunction with ARITC, prepare and maintain an Intelligence Preparation of the Recruiting Environment (IPRE). Produce and implement the Unit Annual Recruiting Plan.
4. Provide OF2 staff trained generalist support to the HQ, focus on J1/3/5 fields. Act as stand-in full-time Ops Officer (alongside AR OF2) to support a busy J3/5/7 team.
5. Support SO2 readiness in management of V/HRR SP held at readiness in support of 16X. Support the management and leadership of team of Readiness Warrant Officers

**Pre Appt/Deployment Trg:**

**Domestic Considerations**

<b>Performance Attributes</b>	<b>Priority Component Features</b>
Management	Manage nationally distributed team of recruiters.
Judgement	Required to engage with and build network of support to 1*, 2* and 3* Orgs independently, as well as Capita, ARITC and wider recruiting network.
Reliability	Deliver mobilisation and J35 in support of Ops team for 16X
Powers of Communication	Sensitivity in delivery of VRM and welfare to AR SP across national footprint.

<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals			
Other Quals/Competencies	IT Literate (ECDL)	Essential	Fluency in excel and Army IT suite (MUSTER etc) essential.
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Infantry	Desirable	
Operational			
Staff	JCSC	Desirable	
Command			
Fields/Trades	Op Sp	Desirable	
Environments			

<b>Other Comments</b>	
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<b>Originator:</b> J Busby	<b>Appt:</b> Adjt	<b>E-mail:</b>	<b>Tel:</b> 03001537944
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		Joseph.busby100@mod.gov.uk	
<b>Auth by 2<sup>nd</sup> RO:</b> R Lewin	<b>Appt:</b> CO	<b>E-mail:</b> Rick.Lewin633@mod.gov.uk	<b>Date:</b> 11/10/22

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