**JOB SPECIFICATION**

|  |
| --- |
| **Profile of Position: SM CSGT | 2024844** |
| **Position Details** |
| Rank | CSgt RM | Org. Unit | 30 Cdo IX Gp | UIN | N0100A |
| Upper Lower Rank | OR7 | Org. Type | Permanent | Exchange With | N/A |
| Service (Job) | RN|RM|Mess Support | TLB | Navy | Location | Plymouth |
| Start Date for Position | 14-OCT-20 | Proposed End Date for Position  | N/A | Workforce Requirement Driving | No |
| Hiring Status |  *Active*  | Position Status | *Valid* | Position Type | *Shore* |
| Person Category | *FTRS(HC)* | Position Status EIT | valid | Service Option | RM |
| Domain | Mess Support | Career Field | N/A | Sub Career Field | N/A |
| Talent Management | No | Tour Length | 12 Months | Handover | N/A |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | Base OC|2104766 | Hierarchy Parent 2 | CO|1122383 | Hierarchy Parent 3 | N/A |
| Incumbent | CSgt T Hall | Incumbent Future Availability Date | 1 Apr 22 | Environment | Military & Civilian |
| Minimum Medical Standard | MND | Child Positions | None | Preferred Gender | Any |
|  |  |  |  |  |  |
| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
| NCMRESFTRSR | Navy | 14-OCT-20 | Note 21 |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| RN Royal Marines GS | Any | RES |  |  |
|  |
| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
| N/A |  |  |
|  |
| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
| N/A |  |  |  |  |   |
|  |  |  |  |  |  |
| **Unit & Position Role** |
| Unit Function | Exploit information and conduct activity to influence attitudes and behaviours in support of 3 Commando Brigade Operations.​​​​​​​ |
| Position Role | Daily routine management of the Commando Forces Seniors’ Mess including the maintenance of the CFSM accounts, property and is the primary building manager for the CFSM and associated Seniors’ SLA, acting as the coordinating authority for the allocation of Seniors’ SLA. |
|  |  |  |  |  |  |
| **Responsibilities** |
| Be the SME POC for Mess sub-committees regarding functions and provide them with fund management support as necessary. |  |
| Building Manager for CFSM and Seniors’ SLA reporting all defects to the HFM Prime Contractor helpdesk |  |
| Maintain Mess accounts and property books. |  |
| Collaborate with the Civilian Mess Supervisor (ESS) on all matters pertaining to the Soft Facilities Management contract (HESTIA) within the Sergeants’ Mess. |  |
| Maintain Mess minutes, Proposition book and all correspondence as designated by the Mess President  |  |
| Allocation of SLA for all WOs and SNCOs working within the establishment |  |
| Act as Master of Ceremony for official functions, ensuring that traditions and RM ethos are not eroded whilst liaising with appropriate external stakeholders. |  |
| Any other Firm Base related tasks as directed by Base Sqn Comd Gp or the Mess President. |  |
|  |  |  |  |  |  |
| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| Service Funds | Basic | Yes |  |
|  |  |  |  |
|  |
| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | Pre-Employment Training 3 | Pre-Employment Training 3 Priority |
| Service Funds | Essential | D&I | Essential | Values & Standards | Essential |
|  |
| **Local Considerations** |
| Domestic |
| Some weekend and out-of-hours duty is required in order to deliver functions. Incumbent may apply for surplus SLA at entitled rates provided it is available without displacing regular or FTRS(FC) personnel.  |  |
| Employer Comments |
| Service funds training may be taken once in post. The successful candidate must be able to work effectively and collaboratively in a Whole Force environment operating with joint Military personnel, Civil Service and HFM and SFM Contractors.  |  |
|  |  |
| OFFICIAL |  |