

# 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.
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### 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 <u>must</u> be able to work effectively and collaboratively in a Whole Force environment operating with joint Military personnel, Civil Service and HFM and SFM Contractors.

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