

JOB SPECIFICATION (2010)		JSN	
Position Title	CHIEF CLERK Army AGC(SPS)Mil Clk	Date Approved	
Unit	24 CDO ENGR REGT 131 SQN	Approved By	
Location	Kingsbury, LONDON, England	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	AF C8005 / xxxxxxxxx	Service/Type/Arm	
UIN/SLIM/JPA PID	A3316A/01386794/1935253	Exch/NATO/JSRL No	
Incumbent	W1040091 WO2 Greenfield AGC (SPS)	Staff/Command	
E-mail	3CDOX-131SqnRAWO	WTE/MSTAR	
Phone Number	Skype 0300 157 7851	Manning Priority	
Security Status/Caveats	SC/Nil	Assignment Length	
Reporting Chain		Primary Career Field	
1 <sup>st</sup> RO	RAO 24 Cdo RE	Sub Field 1	
2 <sup>nd</sup> RO	CO 24 Cdo RE	Secondary Field	
3 <sup>rd</sup> RO		Sub Field 2	
<b>Unit Role:</b> 131 Commando Squadron provides 3 Commando Brigade with critical engineering capability, optimised for warfighting.			
<b>Position Role:</b> Chief Clerk responsible for implementation of documentation and administration policy.			
<b>Responsibilities:</b>			
1. Manage the personnel administration of the Sqn, implementing policy laid down by DSPS(A) and current regulations.			
2. Manage the career development and training of Sqn AGC (SPS) personnel and two Civilian Personnel Administrators (Civil Servants) in conjunction with the PSAO.			
3. Sqn administrator for Reserve Career Management matters in conjunction with the PSAO/2IC/OC.			
4. Conduct force generation procedures for mobilisation in support of operational deployments.			
5. JPA HR Administrator Recruitment functions and monthly UAMs personnel data checks.			
6. Administer public and non-public funds in the absence of the FSA.			
7. Carry out the duties of PVRO, Assistant D&I(A), Asst PLO, Asst DPO, Asst USO and EPC Deputy.			
8. Information Support Officer, managing the i-Hub and SharePoint on behalf of the Information Manager under the direction of the Senior Information Officer.			
<b>Pre Appt/Deployment Trg:</b>			
<b>Domestic Considerations:</b> N/A			
<b>Performance Attributes</b>		<b>Priority Component Features</b>	
Professional Effectiveness	Carries out the full range of tasks effectively. Shows clear understanding of professional environment. Seeks to enhance professional knowledge and understanding of new technology and developments.		
Management	Plans, organises and designates priorities effectively. Allocates resources efficiently and optimises capability within constraints. Manages change effectively.		
Reliability	Demonstrates a sense of duty and commitment. Displays loyalty, trustworthiness and conscientiousness.		
Powers of Communication	Displays good oral communication, ability to inform and convince, produces logical, fluent, convincing and accurate written work.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	AGC (SPS) Class 1 Clerk	1	
Other Quals/Competencies	Imprest Operator	1	
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD			
Operational			
Staff			
Command			
Fields/Trades	HR/FIN		
Environments	MOD		
<b>Other Comments</b>	Holder of a valid driving licence. Prepared to regularly travel to the outlying troops located in Birmingham and Bath, and to Cdo HQ in Chivenor, involving overnight stays when required.		
<b>Originator:</b> Maj O S Dudley	<b>Appt:</b> OC	<b>E-mail:</b> 3CDOX-131 SQN PSAO	<b>Tel:</b> 94641 2600
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col B Sinclair	<b>Appt:</b> CO	<b>E-mail:</b> 3CDOX-24CDO RHQ CO	<b>Date:</b> 01 Nov 22

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