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|  **JOB SPECIFICATION (2019)** | **JSN** |  |
| **Position Title** | Regimental Administration Warrant Officer | **Date Approved** | 31/07/18 |
| **Unit** | 101 FS Bn REME |  **Approved By** | WilkinsonL740 |
| **Location** | Keynsham, Bristol |  **TLB** | Land Forces |
|  **Establishment Type** | REME Reserve Battalion |  **Rank/Grade** | OR8/WO2 |
| **Establishment/OET Ref** | 810615 | **Service/Type/Arm** | Army/AGC |
| **UIN/SLIM/JPA PID** | A7808A/01354851/2040801 | **Exch/NATO/JSRL No**  |  |
| **Incumbent** | A/WO2 D Hill | Staff/Command  | WO2 |
| **E-mail** | Debra.hill186@mod.gov.uk | WTE/MSTAR |  |
| **Phone Number** | 93550 8247 | **Manning Priority** |  |
| **Security Status/Caveats** | SC | **Assignment Length** | 36 Months |
| **Reporting Chain** |  | **Primary Career Field** | Human Resources |
| 1st RO | RAO | **Sub Field 1** |  |
| 2nd RO | CO | **Secondary Field** |  |
| 3rd RO |  |  **Sub Field 2** |  |
| **Unit Role:** The delivery of Theatre level ES to provide defence outputs for 104 FS Bde in partnership with 5 FS Bn REME. |
| **Position Role:** The RAWO is responsible to the Commanding Officer, through the RAO, for the Battalion’s unit staff support and personnel administration. |
| **Responsibilities:**1. To provide professional and effective administrative support to the Battalion in order to enhance operational effectiveness and achieve success on ops.2. Ensure all administrative actors are maintained as per D Pers Admin for the annual SPS G1A.3. As directed by the RAO assist with the recruitment, training, development, career management and retention of the units SPS Reservists. This includes the planning and conducting of such training during ACT’s and Regimental Weekends. 4. On operations, exercise and during periods of training, ensure the RAWO (Res) monitors the day-to-day supervision of the SPS (Res) detachment.5. As directed by the RAO, and as a matter of routine, responsible for the planning and delivery of personnel administration.6. Act as Battalion Information Support Officer, PVRO and as required, alternate Imprest Account holder.7. Assist with the internal auditing of Reserve Pay and Allowances, Attendance Registers and Non-Public funds.8. Act as assistant Resettlement Officer supporting the RCMO.**Desirable:** Previous RAWO experience, Experience of Reserves. Good working knowledge of G1 MS JPA. |
|  **Pre Appt/Deployment Trg:** RAWO qualified |
| **Domestic Considerations:** N/A |
| Performance Attributes | **Priority Component Features** |
| Management | Plan, organise and designate priorities effectively and be able to delegate appropriately |
| Reliability | Display loyalty, trustworthiness, conscientiousness and consistency |
| Professional Effectiveness | Carry out the full range of tasks effectively and demonstrate knowledge of Service matters |
| Initiative | Anticipates and resolves problems. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | RAWO Course | Essential |  |
| Other Quals/Competencies | JPAMS office user | EssentialEssential |  |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | AGC (SPS) | Essential |  |
| Operational | General | Desirable |  |
| Staff |  | Desirable |  |
| Command |  |  |  |
| Fields/Trades | Any |  |  |
| Environments |  |  |  |
| **Other Comments** | **Desirable Qualifications:** Share point Administrator |
|  **Originator: Capt J Redler** |  **Appt:** RCMO |  **E-mail:** James,Redler820@mod.gov.uk | **Tel:**  |
|  **Auth by 2nd RO:** Lt Col D Fallowfield |  **Appt:** CO |  **E-mail:** Daniel.Fallowfield744@mod.gov.uk | **Date:** 9 May 23 |  |