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|  **JOB SPECIFICATION (2010)** | **JSN** |  |
| **Position Title** | PSI - THE HIGHLAND BAND | **Date Approved** |  |
| **Unit** | 7 SCOTS |  **Approved By** |  |
| **Location** | Queens Barracks, Perth PH1 5BT |  **TLB** |   |
|  **Establishment Type** | FTRS (HC) Established Enduring Post |  **Rank/Grade** |  OR7 |
| **Establishment/OET Ref** | 1006694 Ver 2 As at 13 Sep 2017 | **Service/Type/Arm** |   |
| **UIN/SLIM/JPA PID** | A6042A/ 00865920/ 1996659 | **Exch/NATO/JSRL No**  |   |
| **Incumbent** | SSgt Duff MBE | Staff/Command  |   |
| **E-mail** | edward.duff629@mod.gov.uk | WTE/MSTAR |   |
| **Phone Number** |  | **Manning Priority** |   |
| **Security Status/Caveats** | SC | **Assignment Length** |  24 months |
| **Reporting Chain** | Army | **Primary Career Field** |   |
| 1st RO | DoM Highland Band 7 SCOTS/ Adjt | **Sub Field 1** |   |
| 2nd RO | CO 7 SCOTS | **Secondary Field** |   |
| 3rd RO |  |  **Sub Field 2** |   |
| **Unit Role:**The Highland Band) |
| **Position Role:** The PSI HIGHLAND BAND is responsible to the DoM/ Adjt for all band daily routine, he/ she is the DoM’s representative at all daily/weekly meetings and is the bands’ representative and face within 7 SCOTS & wider organizations. He/ she is first POC for all matters relating to the Highland Band.  |
| **Responsibilities:** 1. The PSI is to understand and carry out all functions within both Bands and is responsible in the absence of the DOM/BM and the Pipe President for the daily routine of all Band departments and tasks.2. G4. Point of contact for all G4 issues and are the link between the QM 7 SCOTS and the bands/Highland Band &P&D3. Unit Safety Manager responsible for the following: Promoting a positive H&S culture and secure the effective implementation of H&S policy.4. Instrument Stores. Responsible for the daily running and accounting in the absence of the IC Instrument Store for all Band instruments and equipment held on both the MSA Account and Band Property Accounts.5. The PSI Responsible for administering the bands’ pay and ensure that all RAPs are planned and recorded. 6. Responsible to the DOM/BM and the Pipe President for the supervisory management of all subordinates within the bands Liability (AFE8005), including those with roles in: Recruiting, Health & Safety, Office Management & Administration.7. Responsible administration: Engagement details, Transport, Changing facilities, Accommodation and Correspondence.8. Band Working Routine. Responsible for the day to day running of the bands, in accordance with principles of work set by the DOM and the Pipe President. 9. Pay responsible for the administration of bands pay and ensure all pay /attendance is recorded on RAPS, CHURCHILL, (admin 10.The PSI is responsible for Daily implementation and reviewing of risk assessments within the workplace.11.The PSI is responsible for Planning, resourcing, and conducting Regimental/Band recruiting activities.12. The PSI is responsible for the Nurturing, mentoring all recruit through the recruiting pipeline, MOD 1-2, and CEQ (Phase 2 training (Recruitment Manager Trained). including briefing the team on their objectives, conduct risk assessments and monitor all health and safety aspects of the event.13. Working Hours. Band working hours on Rehearsal Days. Weekend rehearsals and commitments, but at all other times you are to supervise ensemble, individual or section practice, or general admin tasks, as required. 14. Returns. Ensure that all band returns are submitted by the Office Manager in accordance with the requirements given by each return sponsor, including the following: CAMUS returns, Forecast of Engagements, Record of Completed Engagements, 7 SCOTS QM Returns, and 19 Brigade Returns.15. The PSI is responsible for the completion and submission of ARMS Question Sets for the following Army Music groups, Regimental Music Groups, and ESSA,16.The PSI is responsible for managing Highland Band taskings via RCAM (Band Tasking) in the absence of DOM/BM17. CLOD (Commercial Letter of Delegation). The PSI must be CLOD registered and to ensure before any band engagement is undertaken, they are in receipt of a request form from SSTA, and if necessary, issue a contract, depending on which category (FIN CAT) the engagement is given, in accordance with JSP 813.18. PSI is Health & Safety Point of contact For Highland Band. Health and Safety manager. Qualified.19. MS. In conjunction with the RCMO ensure that all MS timelines are met as per APC CAMUS MS Policy and 7 SCOTS Directives. 20. The PSI is Building Custodian (Fire Safety Management) lead. Qualified.21. The PSI is responsible for all SRM Training for all Highland Band /P&D personnel. Safety Risk Management Trainer SRM Qualified.22. The PSI is responsible for risk assessing all Band Activity/Training and events. Health Safety Risk Assessor Qualified.  |
| **Pre Appt/Deployment Trg:** CLOD (Commercial Letter of Delegation) and Noise Assessor. |
| **Domestic Considerations:** Reside within the Perth & Kinross Area  |
| Performance Attributes | **Priority Component Features** |
| Subordinate Development | Anticipate and solve problems |
| Professional Effectiveness | Able to brief concisely and effectively |
| Judgement | Sound judgment is an essential requirement |
| Powers of Communication | Honesty, integrity and self-discipline are all requirements |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | CAMUS | Essential | D&I EDA or AEDA would be beneficial. |
| Other Quals/Competencies | AA CQMS Cse | Essential |  |
| Education | SNCO CLM | Essential |  |
| Language | Any | Desirable | Beneficial when dealing with external countries. |
| Experience |  |  |  |
| Service/Arm/OGD | RN/ARMY/ RAF | Essential |  |
| Operational |  |  |  |
| Staff |  | l |  |
| Command |  |  |  |
| Fields/Trades | Musician |  | Would be beneficial if the individual had previous regular experience in post. Ideally suited to an ex Regular Musician WO/SNCO. |
| Environments |  |  |  |
| **Other Comments** | The Highland Band PSI FTRS (HC) Post is an intense and rewarding job.  |
|  **Originator:** Capt BS Baxter |  **Appt:** RCMO |  **E-mail:** brian.baxter892@mod.gov. uk | **Tel:**  |
|  **Auth by 2nd RO:** Lt Col DID Watson  |  **Appt:** CO |  **E-mail:**  | **Date:**  03/08/2022 |  |