

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	
1 st RO	DoM Highland Band 7 SCOTS/ Adjt	Sub Field 1	
2 nd RO	CO 7 SCOTS	Secondary Field	
3 rd 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&D 3. 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/BM 17. 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	

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Language	Any	Desirable	Beneficial when dealing with external countries.	
Experience				
Service/Arm/OGD	RN/ARMY/ RAF	Essential		
Operational				
Staff				
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.				
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