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JOB SPECIFICATION (2010)		JSN	
Position Title	Regimental Administrative Warrant Officer (RAWO)	Date Approved	
Unit	NW OTR	Approved By	
Location	Manchester	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref	Fixed	Service/Type/Arm	
UIN/SLIM/JPA PID	A3849A / 01375597/1887994	Exch/NATO/JSRL No	
Incumbent	WO2 D Gorman	Staff/Command	
E-mail	David.Gorman409@mod.gov.uk	WTE/MSTAR	
Phone Number	94571 3228	Manning Priority	
Security Status/Caveats	Security Check	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	XO	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Develop the leadership potential of selected students and Army Reserve potential officers, and to promote the Army's ethos and career opportunities in order to secure commitment to the Army, first as officers, but also as future leaders in their chosen profession who will champion the Army in society.			
Position Role: Responsible for the provision of organisational first line administration and documentation output in accordance with DSPS(A) policy and current regulations.			
Responsibilities: <ol style="list-style-type: none"> To ensure all necessary G1 Assurance Checks are conducted by HR Staff. To provide support, technical advice, and assistance to the chain of command and all HR staff on G1 matters. JPA & MODNET process management – to include appropriate training to HR staff. Management of unit personnel administration to include advice and guidance to contingent HR staff. Management of Army Reserve administration to include advice and guidance to contingent HR staff. Staff support to the CO. To assist the Adj/RAO in encouraging all HR staff to strive for continuous improvement of service delivery. To act as Unit PVRO. IHub and SharePoint Administrator. A/RCMO. PAPMIS and WISMIS Administrator. SSA including SC administration. Administration of OCdts through the pipeline on JPA Systems Administrator including 8005 administration. Unit Welfare Officer. Coordinate and Manage the Appraisal Process for NWOTR. 			
Pre Appt/Deployment Trg: N/A			
Domestic Considerations: Must be able to carryout out of hours duties throughout the year.			
Performance Attributes	Priority Component Features		
Leadership	Motivates others to embrace change when change is required. Creates early momentum and success. Projects personality and character to motivate subordinates to do what is required of them.		
Professional Effectiveness	Seeks to enhance professional knowledge and understanding of new technology and developments. Carries out the full range of tasks effectively.		
Initiative	Creates and grasps opportunities for improvements. Displays enterprise and is willing to take appropriate action. Anticipates and resolves problems.		
Subordinate Development	Encourages subordinates in their personal and professional development. Acts as a mentor to subordinates and others.		
Education/Training	Type	Pri	Comments
Military Quals	RAWO FSA Imprest Operator Service Funds	Essential Desirable Essential Essential	
Other Quals/Competencies	MODNET PVRO	Desirable Desirable Desirable	If not trained in these areas then must undertake suitable training within 3 months of taking up the appointment.
Education			

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Language			
Experience			
Service/Arm/OGD	AGC (SPS)	Essential	
Operational			
Staff	Staff Assistant	Desirable	
Command			
Fields/Trades	Army Reserve	Essential	
Environments			
Other Comments	Must have a thorough working knowledge of Army Reserve administration and documentation.		
Originator: Capt C Tye	Appt: Adjt, NWOTR	E-mail: Catherine.Tye100@mod.gov.uk	Tel: 94571 3232
Auth by 2nd RO: Lt Col GJ Boyd	Appt: CO, NWOTR	E-mail: gareth.boyd457@mod.gov.uk	Date: 15 Oct 19

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