**ANNEX A TO**

**CHAPTER 3**

**JSP 755**

**JOB SPECIFICATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Profile of Position: RQMS** | | | | | |
| **SLIM No: 00634786** | | | | | |
| **Position Details** | | | | | |
| Rank | OR8/WO2 | Org. Unit | RWxY | UIN | A2909A |
| Upper Lower Rank | OR8/WO2 | Org. Type | Permanent | Exchange With |  |
| Service (Job) | Army|RAC| Crewman | TLB | HQLF | Location | Bovington |
| Start Date for Position | 1 Apr 11 | Proposed End Date for Position |  | Workforce Requirement Driving | Yes |
| Hiring Status | Active | Position Status | Valid | Position Type | Shared |
| Person Category | FTRS(HC) | Position Status EIT |  | Service Option | Single Service |
| Domain |  | Career Field |  | Sub Career Field |  |
| Talent Management |  | Tour Length | 36 months | Handover |  |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | QM 1550269 | Hierarchy Parent 2 | CO 1469190 | Hierarchy Parent 3 | N/A |
| Incumbent | WO2 S Cullen | Incumbent Future Availability Date | 20 Nov 22 | Environment | Army |
| Minimum Medical Standard |  | Child Positions |  | Preferred Gender | N/A |
|  |  |  |  |  |  |
| **Career Management and Rotational Information** | | | | |  |
| Position CM Desk | | Service (CM) | Applicable From | Applicable To |  |
| SO3 FTRS | | Army | 20 Nov 17 | 19 Nov 22 |  |
| Branch/Arm/Group | | Main Trade | Sub Regt/Corp |  |  |
| RAC | | Crew|Crew | RWxY |  |  |
|  | | | | | |
| **Alternative Branch or Trade** | | | | | |
| Alternative 1 | | Alternative 2 | | Alternative 3 | |
|  | |  | |  | |
|  | | | | | |
| **Specialist Pay** | | | | |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
|  |  |  |  |  |  |
| **Unit & Position Role** | | | | | |
| Unit Function | To prepare suitably trained, equipped and motivated officers and soldiers for operations, in accordance with HQ 12 Armoured Infantry Brigade’s operational requirements and wider Defence needs | | | | |
| Position Role | Responsible to the QM for the day-to-day management & running of all non-technical stores and accounts associated with those areas. | | | | |
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| **Responsibilities** | | | | | | | | | |
| Understand and operate a variety of systems and applications including JAMES, ARMS, UAMS II, CHURCHILL, MILLIE, CP&F, SLIM, VERITAS and internal auditing for all accounting areas. Act as the sole accountant as the regiments EPC/LVP. | | | | | | | | |  |
| Supervise military and civilian storeman and act as Line Manager to civilian store personnel. | | | | | | | | |  |
| Be familiar with, Radiation & Radon Protection measures and understand the documentation required for items in transit and being the focal point for all matters relating to Radiation Protection (should qualify as a WPS Workplace Supervisor). | | | | | | | | |  |
| Qualify and act as Unit Administrative Assistant (MJDI), having already qualified as an MA (Materiel Accountant.) | | | | | | | | |  |
| Be fully familiar with current Safety, Health, Environment and Fire regulations. | | | | | | | | |  |
| Monitor, co-ordinate, and audit Equipment Care on behalf of QM. Deputise for the QM during periods of absence or gapping. | | | | | | | | |  |
| Responsible for the running of the Ammunition Account and be responsible for producing all Dangerous Goods notes and Necessary paperwork for the movement of High Consequence dangerous goods (Ammunition). | | | | | | | | |  |
| Be prepared to support the Regiment during weekend training activities, regimentally required Currency & Competency (CPD), and during the Regiment’s Annual Training Period (ATP). | | | | | | | | |  |
|  |  |  |  | |  | |  | | |
| **Competence Requirements** | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | | Acquired | |
| MJDI User (MA) | | | | High | | Y | |  | |
| UAA | | | | High | | Y | |  | |
| Ammunition accountant | | | | High | | Y | |  | |
| All Arms RQMs cse | | | | High | | Y | |  | |
|  | | | | | | | | | |
| **Pre-Employment Training** | | | | | | | | | |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | | Pre-Employment Training 3 | | Pre-Employment Training 3 Priority | | |
| RQMS | Essential | MJDI (MA) | High | | Ammo Acct | | High | | |
|  | | | | | | | | | |
| **Local Considerations** | | | | | | | | | |
| Domestic | | | | | | | | | |
| To be available to react, 30min from local area (Bovington) | | | | | | |  | | |
| Employer Comments | | | | | | | | | |
| Needs to have a high level of G4 Armd (Combat) experience – understanding both a technical and material RQMS appointments/roles. | | | | | | | | |  |
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