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JOB SPECIFICATION (2010)		JSN	
Position Title	Regimental Administration Warrant Officer (RAWO) [NRPS]	Date Approved	
Unit	205 (Scottish) Field Hospital – 215 MMR Dec 2023	Approved By	
Location	Glasgow	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	061378 V21	Service/Type/Arm	
UIN/SLIM/JPA PID	A3805A/571459/1786913	Exch/NATO/JSRL No	
Incumbent	24531631 WO2 Hollas AGC (SPS)	Staff/Command	
E-mail	205HOSP-RHQ-RAWO@mod.uk	WTE/MSTAR	
Phone Number	94561 5170	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	RAO 205 Fd Hosp	Sub Field 1	
2 nd RO	CO 205 Fd Hosp	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: On orders, deploy trained Force Elements at Readiness in role to operations worldwide in order to support 2 Med Bde's Mission.			
Position Role: The RAWO is responsible to the CO, through the RAO and Adj, for unit staff support and personnel administration..			
Responsibilities:			
<ol style="list-style-type: none"> 1. Principle Staff Warrant Officer to the CO. 2. Supervises and manages Personnel Administration. 3. Provides support to the RAO... 4. Direction and management of civilian and military admin staff.. 5. Fills Asst PVRO, Asst ITSO, Asst Disclosure Offr, Unit Electoral Registration Officer and Unit Postal Liaison Officer posts. 6. As SME, advise on all aspects of G1 JPA functionality. Participate in annual G1 Assurance inspections and maintain and monitor the Management Checks iaw policy. 7. Be prepared to take on additional tasks as directed.] 			
Pre Appt/Deployment Trg:	Experience of JPA.		
Domestic Considerations:	Desriable to live within 50 miles from duty location.		
Performance Attributes	Priority Component Features		
Management	Plans, organises and designates priorities effectively.		
Professional effectiveness	Shows clear understanding of the professional environment. Carries out the full range of tasks effectively.		
Powers of communication	Produce effective and logical written work and be able to communicate effectively with people at all levels both military and civilian.		
Initiative	Creates and grasps opportunities for improvement. Anticipates and resolves problems.		
Education/Training	Type	Pri	Comments
Military Quals	Mil Clk CI1	Essential	Must have previous RAWO experience
Other Quals/Competencies	IT Literate	Essential	
Education			
Language			
Experience			
Service/Arm/OGD	Army/AGC(SP S)	Essential	
Operational	General		Operational experience desirable
Staff	J1 / G1	Desirable	Previous experience with the Army Reserve desirable
Command			
Fields/Trades		Desirable	
Environments			
Other Comments	.		
Originator:	Capt N Grierson	Appt: RCMO t	E-mail: 205hosp-rhq-RCMO
Auth by 3rd RO:	Col A Millsop	Appt: CO	E-mail: 205hosp-rhq-co
			Tel:
			Date: 26 Sept 22

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.