

[UNCLASSIFIED] – DRAFT JOB SPECIFICATION

JOB SPECIFICATION		JSN	
Position Title	Motor Transport Bombardier 457 (HCY) Bty	Date Approved	
Unit	106th (Yeomanry) Regt RA	Approved By	
Location	Southampton	TLB	3XX
Establishment Type	Established	Rank/Grade	OR4/FTRS(HC)
Establishment/OET Ref	AET 61024 V.36 (22 May 20)	Service/Type/Arm	Army/E2
UIN/SLIM/JPA PID	A3221E/01356969/1874679	Exch/NATO/JSRL No	
Incumbent	Cpl Rennie	Staff/Command	
E-mail	106RA-457-MT@mod.gov.uk	WTE/MSTAR	
Phone Number	94691 4154	Manning Priority	
Security Status/Caveats	SC	Assignment Length	3 Years FTRS(HC)
Reporting Chain	Army	Primary Career Field	Log
1 st RO	MTWO	Sub Field 1	
2 nd RO	QM	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: To provide a War Establishment Reserves capability to Regular CAD Regiments (HVM)			
Position Role: To assist the Battery and Regiment in all motor transport related areas.			
<p>Responsibilities: MT Bdr/Cpl, is to assist the Reserve MT SNCO/MTO with the control and day to day operation of MT. To ensure that transport requests are satisfied, in accordance with JSP 800 is to be used as a guideline for the road transport management appointment shown, and commensurate to meet the Regiments needs. The responsibilities are as follows:</p> <ol style="list-style-type: none"> 1. MT Meetings – monthly. (TMWG) 2. Road Safety Committee Meetings - 3 monthly. 3. Pre-Deployment Drivers Brief. 4. Deploy on Regimental Exercises and assist the MTO in matters G4 to include, night moves and rolling Replens. 5. Have working knowledge of MT procedures. 6. Monitor JAMES daily for vehicle availability and servicing / inspection schedule. 7. Maintain a MT Vehicle Availability Board or MT File. 8. To ensure that all drivers carry out before, during and after use checks on vehicles and trailers. Conduct spot checks. 9. Supervise and assist drivers with vehicle maintenance and L1 jobs. 10. Maintain a vehicle Fault Register which is to include copies of the FMT1005 for faults reported. Chase all non-task worthy vehicles for progress. 11. Ensure that all vehicles in your charge are prepared in good time and ready for all servicing and mandatory inspections. Vehicles should be presented for inspection in good order and with a driver for L1 Job quick fixes. 12. Carry out spot checks on drivers to ensure JAMES ATUD/FMT1001A are being maintained correctly. The items to check are as follows: 13. Journey details are correct, there is a control number and the journey have an authorised signature. The start, end mileage, driver name and POL have been entered. No entry is to be erased. If in doubt consult the MTO. 14. All written entries are to be neat, tidy, legible and in blue or black ink, unless instructed to the contrary by the MTO. 15. You are to ensure all vehicles ATUD / FMT1001A are filed correctly for audit purposes before or on the last working day of each month or on completion of the task as applicable. Prior to doing so you are to ensure that the following checks are carried out: 16. The vehicle fuel tanks are full. <ol style="list-style-type: none"> (a) The last journey is closed correctly. (b) There is an end mileage recorded. (c) All fuel has been recorded. (d) The driver's name is recorded. 17. Ensure vehicles and trailers are parked in allocated parking bays when not in use. 18. Conduct vehicle CES inspections to identify losses and exchanges. The CES and breakdown kits are to be stored in the MT stores. 19. Ensure NTWY vehicles and trailers are not used. All NTWY vehicle work tickets and keys are to be locked away, and the vehicle parked in the NTWY area as directed with the NTWY Sign on the windscreen. 20. You are the Unit Road Safety Representative. You are to ensure all road safety information is passed down through the chain of command and where applicable displayed for all members to read. Particular attention is to be paid to new drivers.] 			

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Pre Appt/Deployment Trg:	Must have a sound knowledge of MT G4 matters and Transport regulations		
Domestic Considerations:	Weekend working is to be expected in support of Reserve Training.		
Performance Attributes	Priority Component Features		
Powers of Communication	Able to communicate effectively both in writing and verbally across all ranks.		
Effective Intelligence	Able to manage change and convey the direction of the Commanding Officer and across the chain of command. Able to solve day to day problems with common sense and innovation.		
Personal Effectiveness	Maturity and credibility to advise the CO and Subunit commanders directly and able to impart accurate, balanced, and credible advice to all ranks.		
Reliability	Able to maintain confidentiality and uphold the values and standards of the British Army.		
Education/Training	Type	Pri	Comments
Military Quals	JAMES MIS Trg. Defence Transport Operator. Hazmat Operator. Full UK driving licence B,C,D, C+E DGSCI Instructor	Essential	Development Opportunities D&M instructor development Licence acquisition Instructor Material accounting courses SHE&F DLP courses
Other Quals/Competencies	Authorised Representative D1 minibuss licence Defense GS conversion instructor Phoenix administrator	Desired	
Education	Numeracy & literacy Computer literate Driving license	Level 1 Practitioner B,C,D, C+E	
Language			
Experience			
Service/Arm/OGD	Army	Essential	
Operational	General	Essential	
Staff			
Command			
Fields/Trades	Logistics		
Environments			
Other Comments			
Originator: [Maj J Patt RA]	Appt: [QM]	E-mail: [106RA-RHQ-QM@mod.gov.uk]	Tel: SKYPE
Auth by 2nd RO: [Lt Col R Sinclair RA]	Appt: [CO]	E-mail: [106RA-RHQ-CO@mod.gov.uk]	Date: 12 Feb 23

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