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JOB SPECIFICATION (2010)		JSN	
Position Title	QUARTERMASTER/MTO/UWO	Date Approved	
Unit	Northumbrian UOTC	Approved By	
Location	St Cuthbert's Keep, Newcastle Upon Tyne	TLB	
Establishment Type	Established PID	Rank/Grade	
Establishment/OET Ref	FTRS (LC)	Service/Type/Arm	
UIN/SLIM/JPA PID	A4162A	Exch/NATO/JSRL No	
Incumbent	Capt Gamblin	Staff/Command	
E-mail	Martin.gamblin133@mod.gov.uk	WTE/MSTAR	
Phone Number	0300 1572637	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain		Primary Career Field	
1 st RO	XO NUOTC	Sub Field 1	
2 nd RO	CO NUOTC	Secondary Field	
3 rd RO		Sub Field 2	
<p>Unit Role: To develop the leadership potential of selected university students and Potential Officers for the Army Reserve raising awareness of the Army's ethos and building interest in its career opportunities; in order to secure the commitment, whether as officers or as future leaders in their chosen profession, to champion the Army in Society.</p>			
<p>Position Role: Quartermaster/MTO</p>			
<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Provide advice and guidance to the Commanding Officer in all G4 matters. 2. Maintain and review G4 procedures to maximise service to the Unit. 3. Management of the Unit Infrastructure and enabling contracts. 4. Chair of the SHE&SD Committee (in the absence of the CO) and the focal point for all matters regarding SHE. . 5. Lead for all relevant mandatory inspections including LSA&I, LEA, Radiation Protection and SHE&SD Inspections. 6. Chair all relevant MT, SHE & EC on behalf of the CO. 7. Fulfils the responsibility of MTO and to advise the CO on all matters pertaining to MT in line with current regs 8. Unit Welfare Officer for small staff cohort and liaison with student welfare services. 			
<p>Pre Appt/Deployment Trg: AA QM Cse</p>			
<p>Domestic Considerations: Nil</p>			
Performance Attributes	Priority Component Features		
Professional effectiveness	Has the ability and sufficient wide military experience to enable effective mentoring of potential officers.		
Management	Allocates resources efficiently and optimises capability within constraints. Develops successful interpersonal relationships with others.		
Leadership.	Role models the Service behaviours and leadership code, providing a credible and competent example. Sets and communicates clear objectives, motivating and, where applicable, managing and developing others.		
Physical and Mental Resilience.	Withstands physical and mental strain and performs effectively under pressure; maintaining physical readiness and focus.		
Problem Solving and Decision Making.	Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk.		
Teamwork and Collaboration.	Builds relationships and team cohesion to enable collaborative working to achieve organisational outcomes.		
Values and Standards.	Lives by the Values and Standards of own Service, upholding these in challenging or ambiguous circumstances. Exemplary understanding and application of D&I.		
Judgement	Sets an example consistent with Service Values & Standards.		
Delivering Results.	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required		

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

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Education/Training	Type	Pri	Comments	
Military Quals	QM USA DTM / DRSA UEM RSO JAMES MJDI UAA MTO UWO LEOC IMMAP	Essential Essential Essential Desirable Desirable Desirable Essential Essential Essential Desirable Desirable	Qualified within 12 months	
Other Quals/Competencies			DURALS aware, MyHR aware, Pollution Control qualified is a desirable	
Education				
Language				
Experience				
Service/Arm/OGD	Any			
Operational	Not essential			
Staff				
Command	Sub Unit	Desirable		
Fields/Trades	Logistics	Desirable		
Environments	Training Estb	Desirable		
Other Comments	<p>UOTCs deliver a distributed RMAS syllabus with a small staff of mixed Regular, Reserve, FTRS and Civil Service pers. The unit is a Reserve Phase 1 training establishment within the nuanced university space. The QM must be a flexible and proactive problem solver. Diplomacy and empathy are vital to work within a diverse team, balanced with the morale courage to maintain the highest standards. Risk is a daily occurrence which requires sound judgement and management - this appt is not for the fainthearted. The QM must be a credible officer who is able to take on additional responsibility and be a role model to both fellow staff and OCdts. In a single day the QM might deal with planning support to a 12 month training programme, responding to an audit report and then discussion with local units about the loan of equipment for an exercise.</p>			
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Auth by 2nd RO: Lt Col DENTON		Appt: CO	E-mail: :terry.denton162@mod.gov.uk	Date: Feb 23

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