

OFFICIAL-SENSITIVE-PERSONAL

JOB SPECIFICATION (2010)		JSN	
Position Title	RAWO NUOTC	Date Approved	
Unit	Northumbrian UOTC	Approved By	
Location	St Cuthbert's Keep, Newcastle Upon Tyne, NE2 4LD	TLB	
Establishment Type	Established PID	Rank/Grade	
Establishment/OET Ref	FTRS	Service/Type/Arm	
UIN/SLIM/JPA PID	A4162A/1375675/1863851	Exch/NATO/JSRL No	
Incumbent	WO2 S SLATER AGC(SPS)	Staff/Command	
E-mail	Simon.slater676@mod.gov.uk	WTE/MSTAR	
Phone Number	0300 1666731	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 <sup>st</sup> RO	XO NUOTC	Sub Field 1	
2 <sup>nd</sup> RO	CO NUOTC	Secondary Field	
3 <sup>rd</sup> RO		Sub Field 2	
<b>Unit Role:</b> 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.			
<b>Position Role:</b> Regimental Administration Warrant Officer (RAWO)			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Provide G1 technical advice and support to the unit CoC.</li> <li>2. Act as Unit RCMO, Information Support Officer, Data Protection Officer, Equality Diversity and Inclusion Advisor and Assistant UWO.</li> <li>3. Lead on the supervision and technical training of civilian HR staff and reservist AGC(SPS) staff.</li> <li>4. Ensure all aspects of Unit documentation are maintained in accordance with the UAM.</li> <li>5. Ensure all G1 management reports are produced and checked to withstand scrutiny during a G1A.</li> <li>6. Run the unit IMPREST account and Service Non Public Funds (SNPF) account..</li> <li>7. Action the Management Check Plan, including postal, travel, pay and allowances, personal documents.</li> <li>8. Supervise the running of the unit bar, including the account, stock control and checking of bar facilities.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> AABB, RCMO Res, RMAS SSCC, PVRO, Imprest Op, Assistant UWO cse,			
<b>Domestic Considerations:</b> Attendance at all unit training evenings and ADX (15 days) is expected.			
Performance Attributes	Priority Component Features		
Adaptability and Initiative.	Innovation and Initiative - Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement. Effective Intelligence - Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output. Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the environment.		
Awareness and Understanding.	Cultural Awareness and Understanding - Demonstrates an appreciation and understanding of associated organisations and cultures, modifying own behaviour to operate effectively in varying contexts. Comprehends the structures, interactions, ways of working and cultures throughout the Whole Force, across Departments and multi-national environments as appropriate.		
Breadth of Perspective.	Considers the implications, both at a strategic or local level, of actions and decisions whilst appreciating the broader context.		
Communication and Influence	Transfers thoughts and ideas, listening to and engaging others to gain the necessary support and commitment to build networks and achieve outcomes.		
Delivering Results.	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required. Resource Management - Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes. Achieving Results - Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.		

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

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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. Handling Ambiguity - Able to ascertain key information and working boundaries within ambiguous or ill-defined situations, providing a clear and confident direction on the way forward. Emotional Intelligence - Demonstrates self-awareness and regulation of own emotions, able to empathise with others and demonstrates social skills enabling good working relationships.			
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.			
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>	
Military Quals	AABB, RCMO, SSA, IMPREST Op	Essential	SSA experience.	
Other Quals/Competencies	IT competent on O365 Dvr Lic Cat D, D+E Dvr Lic Cat C, C+E	Essential  Desirable  Desirable		
Education	NA			
Language	NA			
<b>Experience</b>				
Service/Arm/OGD	Any		AGC(SPS) preferred with previous RAWO experience	
Operational	NA			
Staff	Any	High	Would add depth of knowledge	
Command	NA			
Fields/Trades	G1	High	Previous experience in trg establishment an advantage	
Environments	Training Estab / Res unit	Desirable	Experience of working with Gp A Res Unit a distinct advantage	
<b>Other Comments</b>	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 RAWO 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 RAWO must be a credible WO whom is able to take on additional responsibility and be a role model to both fellow staff and OCdts. NOOB within any calender year, inclusive of ADX recce and camp, courses, AT delivery as an instructor, support to military green training and conferences equate to 32 days NOOB. In a single day the RAWO might deal with MS, provide guidance on resettlement then be setting up a classroom for lessons whilst also planning an AT expedition.			
<b>Originator:</b> Capt M L Norman		<b>Appt:</b> Adjt/RAO	<b>E-mail:</b> michelle.norman448@mod.gov.uk	<b>Tel:</b> 03001636529
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col T M Denton		<b>Appt:</b> CO	<b>E-mail:</b> terry.denton162@mod.gov.uk	<b>Date:</b> February 2023

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