JOB SPECIFICATION (2010)		JSN	
Position Title	Regimental Admin Warrant Officer	**Date Approved**	
Unit	North West Officers Training Regiment	**Approved By**	
Location	Manchester	**TLB**	
Establishment Type	Established Post	**Rank/Grade**	
Establishment/OET Ref		**Service/Type/Arm**	
UIN/SLIM/JPA PID	A3849A/01375597/1887994	**Exch/NATO/JSRL No**	
Incumbent	WO2 D Gorman AGC(SPS)	**Staff/Command**	
E-mail	David.gorman409@mod.gov.uk	**WTE/MSTAR**	
Phone Number		**Manning Priority**	
Security Status/Caveats	SC	**Assignment Length**	
Reporting Chain	Army	**Primary Career Field**	
1st RO	Adjt/RAO	**Sub Field 1**	
2nd RO	CO NWOTR	**Secondary Field**	
3rd RO	N/A	**Sub Field 2**	

Unit Role: : Develop leadership in selected university students & raise awareness of the Army's ethos & build interest in career opportunities.

Position Role: Regimental Admin Warrant Officer

Responsibilities:

1. To provide technical support to all RAO staff for all HR Admin tasks and manage the G1 team in conjunction with the Adjt/RAO.
2. Act as unit ITSO, WISMIS admin, PAPMIS admin, PVRO, Deputy DPO and RAPS Super User.
3. To supervise the i-Hub, i-Admin and Share point systems, holding the appointments of LSO and Unit Authorised Demander.
4. To ensure that all aspects of Unit documentation are maintained in accordance with the UAM.
5. To ensure that all HR Admin management reports are produced and checked (COSMIC).
6. Prepare for the annual G1 Audit and liaison visit, ensuring that all Unit procedures and processes are correct and withstand scrutiny by the G1 Audit.
7. Provide cover for the Finance and Systems Administrator in periods of absence, being responsible for Regimental Accounts (Non-Public funds) and Imprest (Public funds), incl ECOPF.
8. Oversee all MS procedures with the Adjt/RAO on behalf of the CO including being the Initiating Officer for all Annual Report, MPARs, OJARs/SJARs and grading boards.
9. 8005 Establishment Administrator and completion of contract and over age extension paperwork.
10. Administer the Pipeline process and Regt commissioning stats for those OCdts attending Briefings, AOSBs and CCS, incl the Pipeline mtgs.
11. Administer the UHC and Med stats in line with PAPMIS and WISMIS.

Pre Appt/Deployment Trg: N/A

Domestic Considerations: Should live within a reasonable travelling distance of the unit. Expectation to be in office minimum three days a week. Travel to other unit locations also required occasionally during working hours.

Performance Attributes	Priority Component Features
Powers of Communication	Must be articulate, accurate, approachable and able to offer sound advice to OTR staff and OCdts.
Professional effectiveness	Displays a positive attitude towards both sexes and minority groups. Displays appropriate behaviour towards others. Understands and can articulate the Army's capability, role and function within both Defence and Society. Promotes a positive sense of purpose and direction showing an independent work ethos. Set an example for OCdts consistent with the Army Values and Standards. Promotes personality and character IOT motivate subordinates to do what is required of them.
Management	Allocates resources efficiently and optimises capability within constraints. Develops successful interpersonal relationships with others.
Reliability	Demonstrates critical application of available information to arrive at sound, timely decisions, whilst taking acceptable risks to achieve objectives.

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

Education/Training	Type	Pri	Comments
Military Quals	Imprest Accountant Service Funds RCMO cse PVRO ITSO SSA	Desirable Desirable Desirable Desirable Desirable Desirable	
Other Quals/Competencies	Pers experience	Essential	AGC (SPS) capbadge only
Education	N/A		
Language	N/A		
Experience			
Service/Arm/OGD	AGC (SPS)	Essential)	
Operational	N/A		
Staff	N/A		
Command	N/A		
Fields/Trades	G1	Desirable	Previous experience as RAWO, FSA and Regt Acct
Environments	N/A		
Other Comments	A working knowledge of Reserves administration would be useful		

Originator: Capt R Nicholsont	**Appt:** Adjt/RAO NWOTR	**E-mail:** rachel.nicholson344@mod.gov.uk	**Tel:** +443001635826
Auth by 2nd RO: Lt Col M Howard	**Appt:** CO NWOTR	**E-mail:** mark.howard956@mod.gov.uk	**Date:** 24/03/0205

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