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JOB SPECIFICATION (2014)		JSN	
Position Title	PSAO	Date Approved	
Unit	160 Tpt Sqn / 158 Regt RLC	Approved By	
Location	Lincoln	TLB	
Establishment Type	Established (FTRS(HC))	Rank/Grade	OF2 / Capt
Establishment/OET Ref	802887 / 31 Mar 21	Service/Type/Arm	Army
UIN/SLIM/JPA PID	A7050F/1356004/1937605	Exch/NATO/JSRL No	
Incumbent	551619 Capt Saunderson	Staff/Command	
E-mail	Bruce.Saunderson193@mod.gov.uk	WTE/MSTAR	
Phone Number	+4403001661013	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Month
Reporting Chain		Primary Career Field	Any
1 st RO	OC 160 Sqn	Sub Field 1	
2 nd RO	CO 158 Regt RLC	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role: 158 Regt RLC is to FGen and FPrep FEs, including an NRDC Tpt Sqn, IAs and BCRs as necessary, for current operations, contingent commitments and Defence and Community Engagement as directed.			
Position Role: The PSAO is responsible to the Commanding Officer for the efficient provision of operational G1-G9 support in the absence of the Officer Commanding.			
Responsibilities: <ol style="list-style-type: none"> 1. Deputise for OC on all day to day administrative, operational, training and welfare matters. 2. Security Officer: The critical security link on site for the buildings, equipment, IT and weapons. 3. Welfare: Sp to the families of soldiers deployed on operations. 4. Health & Safety Officer: Focal point for Health and Safety within the Sqn. 5. CS Line Manager: Responsible for the line management of a mixture of industrial skills zones (inc VM, Dvr/Storeman & Caretaker) and non-industrial grades. The role includes daily allocating and monitoring tasks along with performance appraisal, health and safety, career development, arranging mandatory training, monitoring absence etc. 6. Estate manager: responsible for the day to day running, maintenance and future planning of the ARC infra and fabric. 7. Sub-unit Diversity & Inclusion Officer. 8. Service (Non-Public) Funds Account Holder for the Sqn. 			
Pre Appt/Deployment Trg: N/A			
Domestic Considerations: To sp OOB activities requiring compulsory separation in line with RLFR Amdt 3. e.g. ACT, OTX, AT, courts martial, duty officer, CNO, CVO.			
Performance Attributes	Priority Component Features		
Leadership	Carries out a full range of tasks effectively.		
Professional Effectiveness	Exercises flexibility of thought and action.		
Management	Allocates resources effectively and optimises capability within constraints.		
Reliability	Displays loyalty, trust worthiness, conscientiousness and consistency.		
Education/Training	Type	Pri	Comments
Military Quals	Service Funds Account	Ess	Recent service funds management experience
Other Quals/Competencies	Current Driving Licence Computer Literacy (e.g. ECDL) Experience of G1 to G9 Unit Welfare Officer	Ess Ess Ess Des	Experience of Microsoft Office USO, SHEF manager, LSO, AD qualified. CNO\CVO trained
Education	NA		
Language	NA		
Experience			
Service/Arm/OGD	Army	Ess	
Operational	Experience of overseas \ UK ops.	Des	
Staff	NA		
Command	NA		
Fields/Trades	RLC Dvr	Des	Particularly suited to ex-reg LE officer
Environments	NA		
Other Comments	In special cases a Warrant Officer with an appropriate background and experience may be considered. Previous experience with Reserve service essential.		

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