

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	
<b>Position Title</b>	Regimental Administration Officer (RAO)	<b>Date Approved</b>	
<b>Unit</b>	162 Regiment RLC	<b>Approved By</b>	
<b>Location</b>	ARC Wigman Road, Nottingham	<b>TLB</b>	ARRC
<b>Establishment Type</b>	162 Regt RLC	<b>Rank/Grade</b>	OF2/Capt
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	Army
<b>UIN/SLIM/JPA PID</b>	A1113B / 1355657 / 1839003	<b>Exch/NATO/JSRL No</b>	Nil
<b>Incumbent</b>	WO1 Pearce	<b>Staff/Command</b>	
<b>E-mail</b>	Jason.Pearce744@mod.gov.uk	<b>WTE/MSTAR</b>	N/A
<b>Phone Number</b>	94451 8349	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	24 Months
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Personnel
1 <sup>st</sup> RO	2IC 162 RLC	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO 162 RLC	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To provide RLC Reserve Postal & Courier and Movements capability at readiness in role, in order to contribute to the UK Strategic enabling capability			
<b>Position Role:</b> Regimental Administration Officer			
<b>Responsibilities:</b>			
1. Responsible for all G1 Admin and Finance matters and for staff support to RHQ.			
2. Responsible to the CO for all Public Funds, COM Checking Officer, Supervision of all pay and allowances for Regular, FTRS and Res personnel. I-Expense auditor.			
3. Provision of Service (Non-Public) Funds advice to sub units, president of sub unit audit boards and execution of cash checks as directed by the CO.			
4. Manage AGC(SPS) pers within the unit, including provision of StA training and pers Dev.			
5. Unit Resettlement Officer (URO). Provision of Resettlement advice in liaison with Div ETS staff and IEROs.			
6. Civil Labour Officer. Responsible on behalf of the CO for all matters regarding the management and control of civil service personnel including recruiting and administration.			
7. I Manager. Manage the maintenance and administration of unit Sharepoint site.			
<b>Pre Appt/Deployment Trg:</b> Must be RAO qualified or able to attend the Auditors Cse at Worthy Down.			
<b>Domestic Considerations:</b> Requirement to conduct assurance at to sub-unit locations, overnight stays required.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Powers of communication	Displays good oral communication, ability to inform and convince		
Professional Effectiveness	Demonstrates knowledge of Service matters and military doctrine.		
Effective Intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Judgement	Demonstrates critical application of available information to arrive at sound, timely decisions.		
Management	Plans, organises and designates priorities effectively.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals			
Other Quals/Competencies			
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	AGC(SPS)		Must have suitable KSE to be an RAO.
Operational			
Staff			
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>	FTRS (HC)		
<b>Originator:</b> I Broadhurst	<b>Appt:</b> RCMO	<b>E-mail:</b> ian.broadhurst344@mod.gov.uk	<b>Tel:</b> 94451 8340
<b>Auth by 2<sup>nd</sup> RO:</b>	<b>Appt:</b> CO	<b>E-mail:</b> William.Steel521@mod.gov.uk	<b>Date:</b> 31 Oct 22

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

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