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|  **JOB SPECIFICATION (2010)** | **JSN** |  |
| **Position Title** | QM/MTO | **Date Approved** |   |
| **Unit** | Bristol UOTC |  **Approved By** |   |
| **Location** | Whiteladies Road, Bristol |  **TLB** |   |
|  **Establishment Type** | Established |  **Rank/Grade** |   |
| **Establishment/OET Ref** | 0721/7 | **Service/Type/Arm** |   |
| **UIN/SLIM/JPA PID** | A4154A/01357054/1853690 | **Exch/NATO/JSRL No**  |   |
| **Incumbent** | WO1 K Edwards-Tandy | Staff/Command  |   |
| **E-mail** | Keith.tandy982@mod.gov.uk | WTE/MSTAR |   |
| **Phone Number** | 01985 22 3841  | **Manning Priority** |   |
| **Security Status/Caveats** | SC | **Assignment Length** |   |
| **Reporting Chain** | Single Service | **Primary Career Field** |   |
| 1st RO | CO Bristol UOTC | **Sub Field 1** |   |
| 2nd RO | Asst Comd HQSW | **Secondary Field** |   |
| 3rd RO |  |  **Sub Field 2** |   |
| **Unit Role:** Bristol UOTC is to attract high calibre and diverse students into Bristol UOTC and onward to subsequently serve as Regular or Reserve Officers in the British Army; to deliver excellence in leadership development; and to engender an appreciation and understanding of the Army in Society.  |
| **Position Role:** Quartermaster/MTO  |
| **Responsibilities:** 1. Principle staff officer for all G4 matters in unit, in order to enable safe training on site and deployed on exercise.2. As Quartermaster, manage materiel accounting, in accordance with policy.3. As MTO, manage unit vehicles, drivers hours and documentation, in accordance with policy.4. As Unit Safety Advisor for Bristol UOTC and The Artillery Grounds site, ensure compliance with all policy.5. Manage, delegate, prepare and conduct all necessary internal and external audits and inspections across all areas of responsibility.6. Fulfil the role of the Unit Welfare Officer, in close liaison with the Universities’ welfare provision.7. Provide support to the CO as Head of Establishment for The Artillery Grounds ARC, including coordination with other site users, management of site infrastructure in liaison with Wessex RFCA, and manage all external hirings.8. Manage military, including reservist, and civilian G4 staff.  |
| **Pre Appt/Deployment Trg:** Sandhurst Staff Context Course (SSCC)  |
| **Domestic Considerations:** Applicants idealy need to live within 60mins of ARC due to duty responsibilities (DOO). Will be required to work most Wednesday evenings and deploy on 2 week ACTP every summer.  |
| Performance Attributes | **Priority Component Features** |
| Management | Allocates resources efficiently and optimises capability within constraints. Develops successful interpersonal relationships with others. |
| Delivering Results. | Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required. |
| Problem Solving andDecision Making. | Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk. |
| Teamwork andCollaboration. | Builds relationships and team cohesion to enable collaborative working to achieve organisational outcomes. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | All Arms QM.DTM.USA.SSCC.UWO.DO. | EssentialEssentialEssentialEssentialDesirableDesirable | SSCC can be obtained post selection but prior to arrival. |
| Other Quals/Competencies |  |  |  |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army | Essential |  |
| Operational | Yes | Desirable | To allow training and social discussions with OCdt on the issue |
| Staff | Yes | Desirable | To reflect role to manage The Artillery Grounds site.  |
| Command |  |  |  |
| Fields/Trades |  |  |  |
| Environments |  |  |  |
| **Other Comments**DAngeR | QM BrUOTC is both the unit and site (CO BrUOTC is HoE) lead for all G4 management and coordination, including; safety, infra and assurance. In addition the QM is also the MTO and UWO for BrUOTC.  |
|  **Originator:** Lt Col AJG Ficke  |  **Appt:** CO |  **E-mail:** alexander.ficke771 @mod.gov.uk  | **Tel:** 03001567391  |
|  **Auth by 2nd RO:** Col J Cummings  |  **Appt:** AComd HQ SW |  **E-mail:** John.Cummings198@mod.gov.uk  | **Date:**  09 Oct 2022 |