

Issue Date:

Review Date:

## TERMS OF REFERENCE FOR

Post Holder:

Full Title: Regimental Quartermaster Sergeant

Short Title: RQMS

### Part 1: Job Summary

#### **PREAMBLE**

#### **PURPOSES**

1. Primary Purpose. Maintain Logistical operational capability for 30 Cdo IX GP
2. Secondary Purposes. Manage the Quartermaster Sergeants department

#### **ACCOUNTABILITY**

3. Commanding Officer 30 Cdo IX GP
4. Quartermaster 30 Cdo IX GP RM

#### **AUTHORITY**

5.

#### **TASKS**

6. The post holder is to carry out the following tasks:
  - a. Maintain Logistical operational capability
  - b. Manage Unit Stores organisations IAW current regulations
  - c. Direct checks & controls IAW current regulations
  - d. Procure equipment and submit entitlement uplift requests
  - e. Ensure technical work is conducted in accordance with regulations
  - f. Provide advice to the CoC on Logistical matters
  - g. Mentor subordinates as an SME in Logistics

#### **ESTABLISHMENT DUTIES**

7. 6. The post holder will carry out the following Establishment Duties:
  - a. Duty Officer

#### **COMPETENCIES**

8. The post holder is to be a

	<b>COURSE REFERENCE</b>	<b>SKILL LEVEL (ADV/INT/BASIC)</b>
	MJDI MA Cse	BASIC
	MJDI UAA Cse	INT
	RQMS Cse	ADV

## **Part 2: Key Change Objectives**

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct his efforts to achieve his primary and secondary purposes, with the following specific targets:

- a. Manage the Unit Board of Officers Check and Control regime.
- b. Unit lead on Role to Variant Mapping equipment base lining.
- c. Manage and achieve a successful pass of the Logistics Supply Assurance Inspection.
- d. Manage and oversee all logistics movement in support of Unit Operations and exercises

Signature of Job Holder

Signature of Line Manager

Date:

Date: