

JOB SPECIFICATION (2014)			
To be completed in conjunction with Job Specification (2014) - Guidance Notes.			
PID:	2128087	Date Reviewed:	27 Apr 23
Position Title:	UAO	Rank/Rank Range:	OF3
Unit/Org:	Mission Ready Training Centre	Apportioned Service:	Army/AGC(SPS)/UK P
Post Location:	Bassingbourn, Royston, Herts	Assignment Length:	36 months
Incumbent:	Major Tupper	Handover Period:	N/A
Incumbent E-mail:	CTG-MRTC-UAO@mod.gov.uk	Reporting Chain:	
Incumbent Tel Number:		1 st RO	DCOS (OF4)
Security Clearance:	SC	2 nd RO	COMD (OF5)
		3 rd RO	
Unit Role: Conduct mission ready and mission specific training for individuals and formed units to generate FE@R for current and future operations and contingencies.			
Position Role: MRTC UAO			
Responsibilities:			
<ol style="list-style-type: none"> Overall responsibility for inward facing administration of MRTC. Imprest Checking Officer on behalf of the Commander, responsible for the assurance and correct expenditure of public funds. Non-public funds auditor. Responsible for the assurance and auditing of MRTC's non-public funds ensuring that funds are allocated in accordance with the Commander's policy. The audit of expense claims in accordance with UAM Ch 33, ensuring that they are submitted correctly and to entitlement. Data Protection Act Officer. To be the data protection adviser for MRTC, ensuring that all appropriate records are captured in accordance with DPA 18. Resettlement Officer. To provide 1st line resettlement advice to all service leavers in the unit and liaise with the local IERO to ensure that all service leavers receive their correct entitlement. Adjudication Officer. Deputise for SO2 J1 Mob with the adjudication of reservist awards during mobilisation. Act as the AGC(SPS) Liaison Officer for Corps specific issues. Act as unit PVRO. 			
Pre Appt/Deployment Trg:	RAO Course		
Gender of Incumbent: N/A			
Domestic Considerations: N/A			
Performance Attributes	Priority Component Features		
Values and Standards	Lives by the Values and Standards of own Service, upholding these in challenging or ambiguous circumstances.		
Delivering Results	Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes.		
Adaptability and Initiative	Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.		
Communication and Influence	Effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.		
Education/Training	Type	Priority	Comments
Military Quals	RAO Cse	Essential	
Other Quals/Competencies	Adjudication Cse	Desirable	UAO will be required to complete this course if not qualified before assuming appointment.
Spec Pay Markers ¹			
Education	ICSC(L)	Desirable	
Language			
Driving Requirements			
Experience			
Service/Arm/OGD	AGC(SPS)	Essential	

¹ The insertion of Spec Pay Marker will not automatically result in qualification or receipt of pay/allowances.

Operational	Any	Desirable	Knowledge of cMST and iPDT training in prep for ops.
Staff	Any	Desirable	Previous Staff experience desirable.
Command			
Fields/Trades	HR	Desirable	Good working knowledge of all G1 disciplines.
Environments			
Other			
Other Comments	Ph3 Training organisation - will be expected to pass all MATTs at Level 1		
Auth by RO: Lt Col McGrail	Appt: DCOS MRTC	E-mail: CTG-MRTC-DCOS	Date: 27 Apr 23