

OFFICIAL - SENSITIVE (WHEN COMPLETED)

JOB SPECIFICATION (2010)		JSN	
Position Title	RAWO	Date Approved	
Unit	103 Bn REME	Approved By	
Location	Clare Street, Northampton	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	805787	Service/Type/Arm	
UIN/SLIM/JPA PID	A7727A/ 01355023/ 2013832	Exch/NATO/JSRL No	
Incumbent	WO2 Harvey	Staff/Command	
E-mail	103REME-BHQ-RAWO	WTE/MSTAR	
Phone Number	Skype	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	RAO	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Support Equipment Capability in the Army			
Position Role: RAWO for a REME Reserve Battalion			
Responsibilities:			
<ol style="list-style-type: none"> 1 Functional Management of the RAO Detachment. 2. Deputise for RAO as required. 3. BPT assist the ROSO as TRIM Coordinator and POSM administrator. 4. Personnel Administration and ensure monthly assurance checks are completed. 3. Unit Administration including preparation to G1 Assurance standards. 4. Operational Administration - Preparation of unit elements for deployments. 5. Information Administration - KIM Level 1 & 2 trained (optional level 2). 6. Update unit on Policy updates with regards to G1 Pay, allowances & personnel administration. 7. Assist in Trg and updates of Trg to all HR progress on G1. 8. Substitute for FSA in periods of absence. 9. Provide Guidance and support and apply for Honours & Awards. 10. BPT Assist the CO with Discipline and AGAI actions in the absence of an Adjt. 11 Information Administration - ISO/LSO (iHub) . 			
Pre Appt/Deployment Trg: To be Imprest and Regimental Accountant trained. Paxton+ preferable (or obtain as soon as possible after appointment).			
Domestic Considerations: Due to travel over 1 - 2 hours, allowed to WFH on a Friday and when Battle rhythm allows			
Performance Attributes	Priority Component Features		
Leadership	Promotes a positive sense of purpose and direction/Instils self-esteem, team spirit and unity of effort.		
Professional Effectiveness	Carries out the full range of tasks effectively		
Management	Generates enthusiasm and high morale, recognising and rewarding achievement.		
Subordinate Development	Encourages subordinates in their personal and professional development		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies	LSO KIM trained Sys Co-Ord Service Non Imprest trained Public Fund PAXTON Discipline Trained	Desirable Desirable Essential Essential Essential Essential Essential Desirable	
Education			
Language			
Experience			
Service/Arm/OGD	AGC SPS	Desirable	
Operational			
Staff			
Command			
Fields/Trades	HR	Essential	Broad clerical background

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Environments	Reserve	Desirable	Experience of Reserve environment would be beneficial	
Other Comments				
Originator: Maj Dave Shaw	Appt: RAO	E-mail: david.shaw769@mod.gov.uk		Tel: 3001587968
Auth by 2nd RO: Lt Col H Currie	Appt: CO	E-mail: 103REME-BHQ-CO		Date: 29 Sep 23

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