TERMS OF REFERENCE

JOB TITLE: Chief Clerk RMR MERSEYSIDE	
JPA Ref: Chief Clerk **PID 2254104**	
RANKS/GRADE: OR4	**LOCATION:** RMR Merseyside
Current Incumbent: N/A	**Last updated: March 2025**

General

1. The RMR Chief Clerk (CC) is responsible for all administrative, IT, and personnel management functions at RMR Merseyside (MER). The role encompasses unit-wide IT security responsibilities as the ITSO, ensuring compliance with MOD security policies. Additionally, the CC will be required to travel across the UK, supporting unit detachments, training exercises, and key administrative functions, as outlined in the Nights Out of Bed (NOOB) CL justification.

2. The CC will provide direct administrative support to all RMR MER reservists and permanent staff and serve as the primary point of contact for file management, personnel records, JPA administration, and IT security compliance.

Roles

3. **Primary Role**

a. JPA & Personnel Management.

b. Maintain and update JPA records for all ranks as required, including competency updates.

c. Oversee the OJAR/SJAR system for Regular & Reservists, in coordination with the *2IC* and USM.

d. Create and maintain P/F's and NSAR's packs for Reservists, ensuring accurate contact details and annual reviews of personal information on JPA.

e. Financial & Administrative Duties – M&T, T&S, RSD and ADC pay.

f. Manage T&S bookings for unit ranks, ensuring best value for money, proper justification, and SharePoint tracking.

g. Assist in budget tracking and reporting to COS.

h. Information & IT Security (ITSO Role).

i. Serve as the Unit IT Security Officer (ITSO), ensuring MODNET, and IT assets are accounted for and meet MOD IT security compliance.

j. Act as the Authorised Demander for MODNET and email accounts.

k. Manage SharePoint file organisation, ensuring secure document storage and controlled access.

l. Unit Operations & Compliance IT SME.

m. Publish and distribute Weekly Routine Orders, including Defence Gateway updates.

n. Maintain control of Unit Notice Boards, DINs, CMRTMs, COTMs, MOUs and Officer Appointment Lists.

o. Order and distribute recruitment literature for potential RMR Reservists.

p. Oversee the preparation and cross-checking of Certificate of Efficiency qualifications for bounty submissions.

q. Act as Local Document Security Officer (DocSyO), processing ID cards and ID discs.

r. Deploy on Exercises (Ex Campbell Hardy), as the IT and Information SME.

s. Deploy on Unit level training (RMFT/ACMT) weekends to provide guidance on IT related issue and matters.

t. Regularly Visit the detachment to ensure ITSO compliance, and IT matters are in good order.

4. **Secondary Role**

a. Mail & Records Management

b. Control incoming/outgoing mail, including recorded deliveries and postal administration.

c. Maintain secure storage and tracking of medical documents and personal files.

d. Travel booking & Regional Support to include logistical support to RMR Exercises, including driving and escorting task.

e. As outlined above, the CC will be deployed 42 nights per year to support remote unit activities.

f. The CC is required to travel nationwide regionally in support of detachment activities, JPA/SCIO courses, CF IM Integration, IT compliance tasks, and major training exercises.

Authority

5. The RMR MER CC is authorised to:

a. Deal direct in respect of his primary and secondary roles with:

(1) All RMC Units, RMR Units and RM Training Establishments.

(2) MOD departments and agencies as required.

(3) Civil Authorities and Agencies as required.

6. **Other Tasks.**

a. Duty JNCO as detailed.

b. As detailed by the COS and USM.

7. **Line Management.**

a. The RMR MER CC is accountable to the Chief of Staff (1RO), and Commanding Officer (2RO).

Required Competences:

Competence Description	Qualification/Course
Safety	Work Place Risk Assessors Cse FA1 Cse
Data Protection	Data protection Offr Cse (DPO)
IT Skills	MOD IT & Security Compliance, ITSO Training

1RO: COS	**2RO:** CO