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| **JOB SPECIFICATION (2010)** | | | | | | **JSN** |  | |
| **Position Title** | Reserve Admin Officer | | | | | **Date Approved** |  | |
| **Unit** | 170 (Infra Sp) Engr Gp | | | | | **Approved By** |  | |
| **Location** | Chilwell, 1 Div, UK | | | | | **TLB** |  | |
| **Establishment Type** | Established Post | | | | | **Rank/Grade** |  | |
| **Establishment/OET Ref** | HQ 170 ENGR GP/24862 | | | | | **Service/Type/Arm** |  | |
| **UIN/SLIM/JPA PID** | A0472A/01337770/2084063 | | | | | **Exch/NATO/JSRL No** |  | |
| **Incumbent** | WO1 McGurk | | | | | Staff/Command |  | |
| **E-mail** | Mary.mcgurk726@mod.gov.uk | | | | | WTE/MSTAR |  | |
| **Phone Number** | 94451 2338) | | | | | **Manning Priority** |  | |
| **Security Status/Caveats** | SC | | | | | **Assignment Length** |  | |
| **Reporting Chain** | Army | | | | | **Primary Career Field** |  | |
| 1st RO | OIC Reserve Support Team | | | | | **Sub Field 1** |  | |
| 2nd RO | AComd 170 (Infra Sp) Engr Gp | | | | | **Secondary Field** |  | |
| 3rd RO |  | | | | | **Sub Field 2** |  | |
| **Unit Role:** Deliver specialist force and close support Infrastructure Support to the Air, Land, Logistic, Maritime and Special Forces Components and OGDs within the Land environment in order to support theatre entry, sustained operations and recovery; support to UK Resilience; and Defence Engagement. | | | | | | | | |
| **Position Role:** Reserve Administration Officer | | | | | | | | |
| **Responsibilities:**  1. As the principle National Recruited Reserve G1 lead, provide guidance and Group direction on Reserves and Sponsored Reserves for all G1 Policy matters.  2. Lead and deliver effective personnel administration to the ARes personnel in order to support the maintenance of capable and motivated personnel.  3. Lead and deliver the Reserve elements of the G1 audit in collaboration with the Group RAO.  4. Ensure financial compliance of Reserve personnel, conducting audit on all financial elements.  5. Coordinate effective communication with a dispersed National/Specialist Reserve client. Oversee the effective maintenance and content of the Group Reserve Defence Gateway platforms (primarily DG Sharepoint and Defence Connect but also using MUSTER, RAPS and PPS).  6. Lead an effective G1 team and set the conditions for those you lead to reach their full potential.  7. Contribute to and support RST outputs as directed by OIC Reserve Support.  8. Promote an inclusive culture within area of responsibility, working to increase understanding and engagement through education and initiative.. | | | | | | | | |
| **Pre Appt/Deployment Trg:** FTRS Prep Day (1 Day Chetwynd Barracks, Chilwell) | | | | | | | | |
| **Domestic Considerations:** FTRS (HC) | | | | | | | | |
| Performance Attributes | **Priority Component Features** | | | | | | | |
| Leadership | Building Capability - Identifies the capability necessary to deliver the task and builds the necessary team, using existing resources appropriately and effectively bridging gaps | | | | | | | |
| Communication and Influence | Engaging Others - Establishes connections and builds rapport to gain support and commitment from others | | | | | | | |
| Teamwork and collaboration | Relationship Building - Builds and maintains connections to create trusted working relationships | | | | | | | |
| Adaptability and Initiative | Effective Intelligence - Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgment to provide a considered output | | | | | | | |
| Education/Training | **Type** | | **Pri** | Comments | | | | |
| Military Quals | ROSC | | Desirable | High quality and detailed written work required | | | | |
| Other Quals/Competencies | G1 Experience  Civilian Line Manager  SharePoint | | Essential  Desirable  Desirable | G1 background with experience of personnel administration  Line Manager for civilian HR  Previous experience with SharePoint administration or development | | | | |
| Education |  | |  |  | | | | |
| Language |  | |  |  | | | | |
| Experience |  | |  |  | | | | |
| Service/Arm/OGD | Army / RE | | Desirable | Desirable to have serves in or alongside RE units, ideally with prior Reserve experience | | | | |
| Operational | Recent | | Desirable | Understanding of the Reserve mobilisation process | | | | |
| Staff | Bde / Div | | Desirable | Previous experience at in a Bde / Div environment desirable | | | | |
| Command |  | |  |  | | | | |
| Fields/Trades | Pers / MD | | Essential | Previous G1 experience | | | | |
| Environments | Field Army / Reserves | | Desirable | Previous Reserve service desirable | | | | |
| **Other Comments**  DAngeR |  | | | | | | | |
| **Originator:** Maj Guillan | | **Appt:** OC RST | | | **E-mail:** | | | **Tel:** |
| **Auth by 2nd RO:** Lt Col Smith | | **Appt:** SO1 CNI I | | | **E-mail:** | | | **Date:** 11 Nov 22 |  |