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|  **JOB SPECIFICATION**  | **JSN** |  |
| **Position Title** | PSAO FTRS (HC) | **Date Approved** |  |
| **Unit** | 106th (Yeomanry) Regt RA |  **Approved By** |  |
| **Location** | Portsmouth |  **TLB** |  |
|  **Establishment Type** | Established Post |  **Rank/Grade** |  |
| **Establishment/OET Ref** | 061024 dated 22 May 20 | **Service/Type/Arm** |  |
| **UIN/SLIM/JPA PID** | A3221A / 01356882 / 2038882 | **Exch/NATO/JSRL No**  |  |
| **Incumbent** | WO1 McCrossan | Staff/Command  |  |
| **E-mail** | 106RA-295-PSAO | WTE/MSTAR |  |
| **Phone Number** | 94295 3211 | **Manning Priority** |  |
| **Security Status/Caveats** | SC/ CRB (CRB can be acquired in post) | **Assignment Length** | 36 Months  |
| **Reporting Chain** | Army | **Primary Career Field** |  |
| 1st RO | RAO | **Sub Field 1** |  |
| 2nd RO | CO 106 RA Regt | **Secondary Field** |   |
| 3rd RO | N/A |  **Sub Field 2** |   |
| **Unit Role:** To provide a War Establishment Reserves capability to Regular CAD Regiments (HVM) and the wider Air Defence community. |
| **Position Role:** Permanent Staff Administration Officer: To supervise the administration of the Army Reserve, Permanent and Civilian Staff. Provide the link between the Army Reserve and the weekday staff, ensuring that the Army Reserve can train when required. |
| **Responsibilities:** **1.** Provide administrative support to the Bty so that it can provide formed detachments and individual reinforcements if mobilised.**2.** Advise the BC on all aspects of J1 and J4 administration and represent the BC at all meetings as directed.**3.** Supervise all aspects of J1 and J4 administration.**4.** Manage resources efficiently and effectively and run the Bty Service Fund Account in accordance with current regulations, directives and guidelines.**5.** Line management for all civilian and FTRS(HC) personnel.**6.** Establish and maintain close links with RHQ, Local RFCA, Brigade HQ and other local Reserve organisations.**7.** Promote a positive image of the Bty and Reserves in general within the local community.**8.** Act as Bty Welfare, Security, Employer Sp and Equality and Diversity Officer. |
| **Pre Appt/Deployment Trg:** Not deployable outside the UK |
| **Domestic Considerations:** Portsmouth based; however, visits to RHQ location in London is required in addition to attending training nights and occasional weekend commitment. |
| Performance Attributes | **Priority Component Features** |
| Management | Plans, organises and designates effectively. |
| Initiative | Anticipates and resolves problems. |
| Powers of Communication | Produces logical, convincing and accurate paperwork. Briefs and presents effectively. |
| Standards and Values | Shows tact and co-operation and exercises self discipline and control. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | SFA, SHEFService Fund Manager | DesirableDesirable | Recent service funds management experience |
| Other Quals/Competencies | IT literate,Current Driving licence | EssentialEssential | Experience of Microsoft Office,Working knowledge of Churchill & JAMES is desirable. |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army | Essential |  |
| Operational | Any | Medium |  |
| Staff | Any | Medium | Previous experience with the Army Reserve desirable |
| Command |  |  |  |
| Fields/Trades | HR/J1/J4 | Desirable | Good working knowledge of J1-J9 |
| Environments | MOD | Desirable |  |
| **Other Comments**DAngeR |   |
|  **Originator:**  |  **Appt:** RCMO |  **E-mail:** john.pearce283@mod.gov.uk | **Tel:** 94691 4121 |
|  **Auth by 2nd RO:**  |  **Appt:** CO |  **E-mail:** Sinclair,Ryan LtCol (106RA-RHQ-CO)  | **Date:** 11 May 23 |  |