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<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	Regimental Admin Officer (RAO)	<b>Date Approved</b>	
<b>Unit</b>	3 R ANGLIAN	<b>Approved By</b>	
<b>Location</b>	Bury St Edmunds, Suffolk	<b>TLB</b>	
<b>Establishment Type</b>		<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	61512	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A6052A/1356074/2008780	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	Maj S Runciman	<b>Staff/Command</b>	
<b>E-mail</b>	<a href="mailto:steven.runciman617@mod.gov.uk">steven.runciman617@mod.gov.uk</a>	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94650 5100	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	
<b>Reporting Chain</b>		<b>Primary Career Field</b>	
1 <sup>st</sup> RO	CO 3 R ANGLIAN	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	Comd 19 Bde	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> Reserve Infantry Battalion			
<b>Position Role:</b> Responsible for the delivery of G1 Administrative support services (less discipline, career management and welfare) to a Bn ORBAT of 5 x Coys, and BHQ			
<b>Responsibilities:</b>			
1. Responsible for the line management of 1 x WO2, 1 x D Band and 4 x E1s. In addition, functional line manager for 5 x OF2 PSAOs and 11 x E1s.			
2. Undertake the duties of Senior Civil Service Line Manager and Reporting Officer of all RAO Dept E1s.			
3. Undertake the duties of Service (Public) Accounts Imprest Checking Officer (ICO) & Service (Non-Public) Funds Internal Auditor (IA).			
4. Undertake the duties of Service (Charitable) Funds			
5. Undertake the duties of JPA iExpense Auditor 1.			
6. Undertake the duties of Information Manager (IMgr).			
7. Undertake the duties of Data Protection Officer.			
8. Undertake the duties of Assistant Equality & Diversity Officer (AEDA).			
9. Undertake the duties of Electoral Registration Officer (ERO).			
<b>Pre Appt/Deployment Trg:</b> IMgr & LAND Forces Data Protection Wksp			
<b>Domestic Considerations:</b> None			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Judgement	Demonstrates critical application of available information to arrive at sound, timely decisions. Takes acceptable calculated risks to achieve objectives. Displays appropriate interpersonal/social skills and an appropriate sense of humour.		
Initiative	Creates and grasps opportunities for improvements. Displays enterprise and is willing to take appropriate action. Anticipates and resolves problems.		
Professional Effectiveness	Carries out the full range of tasks effectively. Shows clear understanding of professional environments. Seeks to enhance professional knowledge and understanding of new technology and developments.		
Team Spirit	Develops successful interpersonal relationships and promotes harmony and cohesion within a team. Works enthusiastically and effectively both individually and collectively. Makes a positive contribution to the unit's morale and output. Shows tact and diplomacy. Encourages all team members and contributes appropriate ideas, whilst considerate of ideas/opinions of others.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	RAO	Essential	
Other Quals/Competencies	IMgr	Desirable	
Education	MK2	Desirable	
Language			
<b>Experience</b>			
Service/Arm/OGD	AGC	Essential	Served as an RAO of a Cbt/CS/CSS unit in the JPA era critical.
Operational	RD/Staff	Desirable	Recent operational experience would add value to conceptual understanding of AR existence.

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.

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Staff	E1/E2	Desirable	Prior service in a E1 Bde/Div post would be an advantage with understanding the challenges of delivering AR TACOS/sSP services across such a dispersed ORBAT.	
Command Fields/Trades				
Environments	AR	Desirable	Prior service in a AR environment would be a considerable advantage with understanding the challenges of delivering AR TACOS/SP services across such a dispersed ORBAT.	
<b>Other Comments</b>				
<b>Originator:</b> Capt Johnson		<b>Appt:</b> RCMO	<b>E-mail:</b> <a href="mailto:neil.johnson674@mod.gov.uk">neil.johnson674@mod.gov.uk</a>	<b>Tel:</b> 03001600885
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col D Haggar		<b>Appt:</b> CO 3 R ANG	<b>E-mail:</b> <a href="mailto:david.haggar712@mod.gov.uk">david.haggar712@mod.gov.uk</a>	<b>Date:</b> 12 Dec 23

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