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<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	Regimental Administration Officer (RAO)	<b>Date Approved</b>	
<b>Unit</b>	162 Regiment RLC	<b>Approved By</b>	
<b>Location</b>	ARC Wigman Road, Nottingham	<b>TLB</b>	ARRC
<b>Establishment Type</b>	162 Regt RLC	<b>Rank/Grade</b>	OF2/3 (WO1 acceptable)
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	Army / AGC(SPS)
<b>UIN/SLIM/JPA PID</b>	A1113B / 1355657 / 1839003	<b>Exch/NATO/JSRL No</b>	Nil
<b>Incumbent</b>	WO1 Pearce	<b>Staff/Command</b>	
<b>E-mail</b>	Jason.Pearce744@mod.gov.uk	<b>WTE/MSTAR</b>	N/A
<b>Phone Number</b>	94451 8349	<b>Manning Priority</b>	N/A FTRS
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	24 Months (36 Mths TBC)
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Personnel
1 <sup>st</sup> RO	OF2: 2IC or if OF3: CO	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	OF2: CO or if OF3: Bde Comd	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To provide RLC Reserve Postal & Courier and Movements capability at readiness in role, in order to contribute to the UK Strategic enabling capability.			
<b>Position Role:</b> Regimental Administration Officer			
<b>Responsibilities:</b> 1. Responsible for all G1 Admin and Finance matters and for staff support to RHQ. 2. Responsible to the CO for all Public Funds, COM Checking Officer, Supervision of all pay and allowances for Regular, FTRS and Res personnel. I-Expense auditor. 3. Provision of Service (Non-Public) Funds advice to sub units, president of sub unit audit boards and execution of cash checks as directed by the CO. 4. Manage AGC(SPS) pers within the unit, including provision of StA training and pers Dev. 5. Unit Resettlement Officer (URO). Provision of Resettlement advice in liaison with Div ETS staff and IEROs. 6. Civil Labour Officer. Responsible on behalf of the CO for all matters regarding the management and control of civil service personnel including recruiting and administration. 7. I Manager. Manage the maintenance and administration of unit Sharepoint site.			
<b>Pre Appt/Deployment Trg:</b> Must be RAO qualified (or if OR9 able to attend the Auditors Cse at Worthy Down).			
<b>Domestic Considerations:</b> Requirement to conduct assurance at to sub-unit locations, overnight stays required.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Communication and Influence	Transfers thoughts and ideas, listening to and engaging others to gain the necessary support and commitment to build networks and achieve outcomes.		
Delivering Results	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required.		
Adaptability and Initiative	Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the environment.		
Teamwork and Collaboration	Builds relationships and team cohesion to enable collaborative working to achieve organisational outcomes.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	RAO cse	Essential	Can be WO1(SSM) with 2** VWO/PATWO experience.
Other Quals/Competencies			
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	AGC(SPS)	Essential	Must have suitable KSE to be an RAO.
Operational			
Staff	G1/J1	Desirable	Prior G1/J1 experience useful. For WO1(SSM) at Div HQ.
Command			
Fields/Trades			
Environments			

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

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<b>Other Comments</b>	FTRS (HC)		
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<b>Auth by 2<sup>nd</sup> RO:</b>	<b>Appt:</b> CO	<b>E-mail:</b> William.Steel521@mod.gov.uk	<b>Date:</b> 31 Oct 22

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