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JOB SPECIFICATION (2010)		JSN	
Position Title	PSAO B COY	Date Approved	
Unit	2 R IRISH	Approved By	
Location	BELFAST	TLB	
Establishment Type	Established Post	Rank/Grade	OF2
Establishment/OET Ref	061514	Service/Type/Arm	
UIN/SLIM/JPA PID	A6054C/01328476/1508936	Exch/NATO/JSRL No	
Incumbent	CAPT T MARTIN	Staff/Command	
E-mail	Trevor.Martin136@mod.gov.uk	WTE/MSTAR	
Phone Number	9491 60263	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	OC	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Administration officer for B Coy 2 R IRISH.			
Position Role: All aspects of administration support to Coy.			
Responsibilities:			
<p>1. Administration Officer. Responsible to the RAO for all Coy G1 "Admin the Unit" matters. Incl Pay, Compliance, Audits, Management checks, Estate, Discipline, Recruiting, MS, Community Engagement, Non Public Funds, office services, personnel development, welfare and Civilian matters.</p> <p>2. Service Fund Accounts Manager. Responsible for Sub Unit Account, reports to Fund Manager/Trustees and RAO.</p> <p>3. Sub Unit Safety Advisor. Responsible for SHEF at Sub Unit level, 4C's Custodian, all contractors. Responsible for implementation of Fire Safety Management Plan, Legionella Management Plan, reports to QM.</p> <p>4. Sub Unit Security Officer. Responsible for all Security matters at Sub Unit, physical and IT. MODNet Local security Officer. Reports to Training Major.</p> <p>5. Sub Unit Press Officer. Reports to ROSO and Brigade Media ops. Responsible for collating Coy media articles and for RFCA Volunteer Magazine. Attend Brigade UPO meetings. Liaise on CE matters and monthly returns.</p> <p>6. Sub Unit Welfare Officer. CNO/CVO trained, TriM Assessor, D&I trained. Mediation.</p> <p>7. Sub Unit Employer Support Officer. Liaise with employers and assist soldiers with employer issues. Initial notification and Annual Camp/Course letters.</p> <p>8. Environmental Waste Manager/Energy Warden. Responsible for site EMSAS including Spillage Action Plan.</p> <p>9. Site MODNet Authorised Demander. Responsible for site MODNet and MODNet account and user role management.</p> <p>10. Sub Unit Recruiting Officer. Responsible for Sub Unit Recruiting. TRHJ/ ICRAS/PME's. BARB trained. Oversee Sub Unit Army Reserve Recruiting Office and line manager for TALO. Liaise with CRR, RG, ITG and ATU's over all matters recruiting.</p> <p>11. Sub Unit Medical Administrator. Sits on Unit Health Committee. Liaise with OHSAS and APC with regard to routine Medicals, Medical Boards, incl RG8 and recruiting medicals, PAP10 Implementation.</p> <p>12. Civil Servant Line Manager - responsible for the line management of a mixture of industrial skill zone and non-industrial grades. The role includes daily allocating and monitoring tasks along with Performance Appraisal and Personal Development.</p> <p>13. Fulfilling a full range of duties based in one location, with no liability for compulsory Separated Service in the UK or overseas, with the exception of mandated training courses necessary for the current post or future progression. There are no limits on voluntary Separated Service.</p> <p>14. Custodian for the two B Coy sites (Abbotscroft and Ballymena). Liaising and meeting with RFCA to maintain and improve both sites.</p>			
Pre Appt/Deployment Trg: All Arms Service Funds Accountant. All Arms Unit Safety Advisor. Appraising Staff and Managing Performance. Sharepoint Team site Administrator. Energy Warden. Unit Security Officer. Branch IT Security Officers. JAMES Unit Account Administrator. BLENHEIM. ASLS TE - Recruiting. BARB User Trained - Recruiting. Working knowledge of JPA and MyHR. Accepting that some will be done in post.			
Domestic Considerations: Ideally lives within 30 mins to THE Army Reserve Centre.			
Performance Attributes	Priority Component Features		
Professional Effectiveness	Carries out the full range of tasks effectively. Shows clear understanding of professional environment.		
Management	Plans, organises and designates priorities effectively.		

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Initiative	Creates and grasps opportunities for improvements. Anticipates and resolves problems.		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies	Service Funds. ED Advisor USO CNO/CVO	Essential	Essential Desirable Must be completed within 3 months on appointment
Education			
Language			
Experience			
Service/Arm/OGD			
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other Comments			
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Auth by 2nd RO: Lt Col Jamison	Appt: CO	E-mail: craig.jamison687@mod.gov.uk	Date:

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