

UNCLASSIFIED

JOB SPECIFICATION (2023)		JSN	
Position Title	RAO	Date Approved	
Unit	The Royal Yeomanry	Approved By	
Location	ARC Leicester	TLB	HQLF
Establishment Type	Established Post	Rank/Grade	OF3/Major
Establishment/OET Ref		Service/Type/Arm	Army/Reg/AGC (SPS)
UIN/SLIM/JPA PID	A0235A	Exch/NATO/JSRL No	
Incumbent	24726495 Major M Rimmington	Staff/Command	
E-mail	Mark.rimmington942@mod.gov.uk	WTE/MSTAR	N/A
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	Service Support
1 st RO	CO, RY	Sub Field 1	
2 nd RO	Comd, 1 DRS Bde	Secondary Field	
3 rd RO	NA	Sub Field 2	
Unit Role: Army Reserve Light Cavalry Regiment. To pair with QDG according to Army2020. To deploy personnel in support of operations both overseas and in the UK with Regular units as individuals and as contingents.			
Position Role: Responsible to the CO for Administration within the RY and for Audit of the Public supply and maintenance of all materials and vehicles used by the Regiment.			
Responsibilities: 1· Advising the Commanding Officer on all personnel administration, financial services, staff support and associated G1 matters. 2· Management and development of all administrative staff, both in and out of barracks, including RAWO, Band D Civil Service FSA, all Reserve SPS personnel and other administrative military and civilian staff in both RHQ and Sqn locations. 3· Delivering personnel administration and associated G1 services, financial services and staff support to a level which attains or exceeds the requirement of extant regulations. 4· G1 preparation of the unit and its personnel for mobilisation and deployment on operations. 5· Internal Auditor for all Regimental Non-Public Funds in accordance with SORP and Imprest Checking Officer. 6· Data Protection Officer. 7· Unit Resettlement Officer.			
Pre Appt/Deployment Trg: Must have attended the RAO Course			
Domestic Considerations: Nil			
Performance Attributes	Priority Component Features		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
Professional Effectiveness	Carries out the full range of tasks effectively.		
Management	Allocates resources efficiently and optimises capability within constraints		
Courage and Values	Shows tact and co-operation and exercises self-discipline and control.		
Education/Training	Type	Pri	Comments
Military Quals	RAO Course	Essential	
Other Quals/Competencies			
Education			
Experience			
Service/Arm/OGD	Army	Essential	
Reserve	G1	Desirable	Prior experience of working with the Reserve and/or in the Reserve G1 environment
Staff	Civilian	Desirable	Previous management for responsibility for Civil Servants.
Environments	RAO	Essential	Prior experience as an RAO in the Reserve or Regular Army.
Other Comments	Personal attributes require a person willing to work to Reserve hours including some weekends.		
Originator: Lt Col CED Field	Appt: CO RY	E-mail: Charles.Field885@mod.gov.uk	Tel:
Auth by 2nd RO:	Appt:	E-mail:	Date:

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

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