

**UNCLASSIFIED**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	SQMS Sqn 51 Sqn	<b>Date Approved</b>	
<b>Unit</b>	32 SIG REGT	<b>Approved By</b>	
<b>Location</b>	Edinburgh	<b>TLB</b>	
<b>Establishment Type</b>	Established	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>	808647	<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A3418C/1286582/1943846	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>		<b>Staff/Command</b>	
<b>E-mail</b>	32SR-51-SQMS	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	9491 43055	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	
1 <sup>st</sup> RO	PSAO 51 SIG SQN	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	CO 32 SIG REGT	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> TO PROVIDE ICS TO RF COMDS TO ENABLE EFFECTIVE C2 DURING UK OPS			
<b>Position Role:</b> SQMS			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Responsible for maintaining Sqn accounts including - ET, MSA, Clothing, F&amp;L, Exp and USA. Manage sub-accounts (MJDl Child accts).</li> <li>2. Estate Manager. Maintain registers for building maintenance and repairs. Co-ordinate all works services and repairs through RFCA. Complete monthly utility returns and update EMSAS.</li> <li>3. Deliver the site SHEF management plan as directed by the PSAO. Manage all risk assessment, SHEF auditing and EMSAS.</li> <li>4. Local radiation protection supervisor and responsible for COSHH management.</li> <li>5. Provide G4 support to the Sqn when in barracks, on exercise or during UK Ops.</li> <li>6. Assistant Defence Transport Operator for the Sqn.</li> <li>7. Manage the Sqn assets utilising JAMES LAND and coordinate the maintenance of the vehicle fleet.</li> <li>8. Attend various courses to ensure that SQMS is qualified to carry out role and appointment.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> AA SQMS COURSE,			
<b>Domestic Considerations:</b> Attend 16 day annual continuous training exercise and associated recces			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Professional Effectiveness	Able to inspire subordinates.		
Management	Must be able to work dynamically and within tight time-lines.		
Subordinate Development	Ensure that all personnel are being correctly developed, especially in the G4 environment.		
Courage and Values	Behaves in accordance with the Army's Values and Standards and sets an irreproachable personal example.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	CQMS/SQMS	Essential	Must be qualified, experience in the role would be preferred.
Other Quals/Competencies	SHEF JAMES	Essential Essential	Must hold a relevant SHEF qualification Must be a qualified and competent user
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Army/R SIGNALS (V)	Preferred	
Operational			
Staff			
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>			
<b>Originator:</b> Capt C Dawes		<b>Appt:</b> Adjt	<b>E-mail:</b> 32SR-RHQ-Adj@mod.gov.uk
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col IM Davidson		<b>Appt:</b> CO	<b>E-mail:</b> 32SR-RHQ-CO@mod.gov.uk
			<b>Tel:</b> 94566 5026
			<b>Date:</b> Jul 19

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

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