

UNCLASSIFIED

| JOB SPECIFICATION (2010) | | JSN | |
|--|--|--------------------------------|--|
| Position Title | Regimental Admin Warrant Officer | Date Approved | |
| Unit | Cambridge UOTC | Approved By | |
| Location | Cambridge | TLB | |
| Establishment Type | Established | Rank/Grade | |
| Establishment/OET Ref | 060013 | Service/Type/Arm | |
| UIN/SLIM/JPA PID | A4155A/1356449/1854001 | Exch/NATO/JSRL No | |
| Incumbent | GAPPED | Staff/Command | |
| E-mail | | WTE/MSTAR | |
| Phone Number | 01223 27 5752 | Manning Priority | |
| Security Status/Caveats | SC | Assignment Length | |
| Reporting Chain | Army | Primary Career Field | |
| 1 st RO | Adjt | Sub Field 1 | |
| 2 nd RO | CO | Secondary Field | |
| 3 rd RO | | Sub Field 2 | |
| Unit Role: University Officer Training Corps | | | |
| Position Role: RAWO | | | |
| Responsibilities: | | | |
| <ol style="list-style-type: none"> 1. Provide technical support to all admin staff for all HR Tasks 2. Act as Unit SSA, ADPA, IMgr, ISO 3. Regt Acct for Non Public Funds (manual book keeping) and/or Imprest Holder for Public Funds (COM) 4. Assist Adjt/RAO with mgt of all AGC staff and civilian HR staff 5. Supervise JPA, MODNET and act as Sharepoint systems administrator 6. Ensure all unit documentation and HR Management Admin Reports are maintained in accordance with regulations 7. Manage the G1 Audit 8. Assist the Adjt/RAO with all MS procedures on JPA 9. Manage the Unit AF 8005 10. Assist in the management of financial control- Unit budget and CP&F 11. Assist the Adjt/RAO with UHC, WISMIS, PPMIS, VRM 12. Oversee Reserve Pay and management of RAPS 10. As a unit with a small permanent staff, there will likely be a requirement to assume other tasks and responsibilities. | | | |
| Pre Appt/Deployment Trg: RAWO post | | | |
| Domestic Considerations: Reside within commuting distance to CUOTC RHQ, attend Drill nights on a Tuesday and the occasional working weekend with compensatory days off ie recruiting and Remembrance and unit cohesion | | | |
| Performance Attributes | Priority Component Features | | |
| Leadership | Motivates others to embrace change when change is required | | |
| Effective Intelligence | Adapt to new circumstances, bring to bear both common sense and innovation throughout the OTC | | |
| Management | Generates enthusiasm and high morale, recognising and rewarding achievement. | | |
| Reliability | Demonstrates a sense of duty and commitment. Displays loyalty, trustworthiness, conscientiousness and consistency. High values and standards expected by a trg establishment | | |
| Education/Training | Type | Pri | Comments |
| Military Quals | IMPREST (COM) | Essential | Course available in post if only Regt Accts/ SNPF qualified |
| | SNPF - Regt accts | Essential | Course available in post if only IMPREST qualified |
| | SSCC | Essential | Sandhurst Staff Context Course: attendance in post |
| | DTTT | Desirable | |
| | CNO/CVO | Desirable | |
| | ED&I Advisor | Desirable | |
| | UWO | Desirable | |
| IMgr | Desirable | | |
| CMgr on JPA | Desirable | Essential APC cse once in post | |
| Other Quals/Competencies | AT quals Cat C, D Driver licence | Desirable | To provide wider support in a small unit to enhance unit effectiveness |
| Education | N/A | | |
| Language | N/A | | |

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

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| Experience | | | |
| Service/Arm/OGD | AGC(SPS) | Essential | RAWO experience |
| Operational | | | |
| Staff | | | |
| Command | | | |
| Fields/Trades | | | |
| Environments | Training Reserves | Desirable Desirable | Experience of a trg environment Experience of working with Reserves would be beneficial |
| Other Comments | Attendance on Tue training nights, some weekend training and 15-day Annual Camp | | |
| Originator: CAPT A FERGUSON | Appt: Adj/RAO | E-mail: amanda.ferguson266@mod.gov.uk | Tel: 01223275752 |
| Auth by 2nd RO: LT COL A GARRETT | Appt: CO | E-mail: | Date: 01 Oct 22 |

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