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JOB SPECIFICATION (2016)		JSN	8RIFLES-003
Position Title	Regimental Admin Officer (RAO)	Date Approved	12/12/2022
Unit	8 Rifles	Approved By	8 RIFLES
Location	Eden Armoury, Bishop Auckland	TLB	HQ LF
Establishment Type	FTRS(HC)	Rank/Grade	MAJ/OF3
Establishment/OET Ref		Service/Type/Arm	ARMY/AGC/SPS
UIN/SLIM/JPA PID	UIN: A4092A SLIM: 01415287 JPA PID: 2003202	Exch/NATO/JSRL No	
Incumbent		Staff/Command	Staff
E-mail		WTE/MSTAR	
Phone Number	01388 660065 / 94731 8466	Manning Priority	AMP1
Security Status/Caveats	SC	Assignment Length	Enduring
Reporting Chain		Primary Career Field	HR
1 st RO	CO	Sub Field 1	G1
2 nd RO	Dept Bde Comd	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Reserve Light Infantry Bn; led, manned, equipped and trained to deliver mandated outputs in support of military operations and UK resilience tasks as directed.			
Position Role: RAO to act as Senior Admin Manager within 8 RIFLES to advise the CoC on all G1/SPS matters.			
Responsibilities: <ol style="list-style-type: none"> 1. Management in-barracks and on mobilisation of the FTRS (HC) RAWO, Band D (Civil Service) FSA and all other military/civilian HR Admin Staff (Bn HQ and sub-units) delivering personnel administration and associated G1 services, financial services and staff support to a level which meets the requirements of UAM. 2. The recruitment, training, development, career management and retention of the unit's AGC SPS (Reserve) personnel. 3. Ensuring, on behalf of the CO, that all Public and Service (Non-Public) Funds are maintained in accordance with current regulations and that mandatory safeguards are implemented. 4. The duties of Imprest Checking Officer and Service (Non-Public) Funds Internal Auditor. 5. Preparation of the unit and its personnel for mobilisation and deployment on operations and training. 6. The implementation of administrative policy as directed by CD Pers Admin (A), DM (A) and other MOD departments. 			
Pre Appt/Deployment Trg: Nil.			
Normal working environment: Fulfilling a full range of duties, but with limited liability for role-related compulsory separated service in the UK or overseas (including operational theatres) for up to 35 days with no single period of separated service to last in excess of 21 days. In addition, the Reservist will have liability for compulsory separated service to complete mandated training courses necessary for the current post or future progression which does not contribute to the 35 days. There are no limits on voluntary Separated Service. They may be mobilised but cannot respond to a voluntary trawl.			
Performance Attributes	Priority Component Features		
Leadership	<ol style="list-style-type: none"> 1. Inspires, influences, directs and supports others in both routine activities and under stress. 2. Sets an example consistent with Service values and standards. 		
Professional Effectiveness	<ol style="list-style-type: none"> 1. Carries out the full range of tasks effectively. 2. Demonstrates knowledge of Service matters and military doctrine. 		
Management	<ol style="list-style-type: none"> 1. Plans, organises and designates priorities effectively. 2. Allocates resources efficiently and optimises capability within constraints. 		
Education/Training	Type	Pri	Comments
Military Quals	AGC	Essential	Must have completed the RAO Course.
	DIMP	Essential	To be completed every 3 years.
	CNO/VO	Desirable	Required to complete within 6 months of arrival.
	Managing Civilian Staff	Desirable	Required to complete within 6 months of arrival.
	Low Value Purchasing	Desirable	Required to complete within 6 months of arrival.
Education	MK2	Desirable	

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Language			
Experience			
Service/Arm/OGD	ARMY	Essential	
Operational			
Staff			
Command			
Fields/Trades	AGC	Essential	
Environments	SPS	Essential	Must have SPS/G1 exposure
Other Comments	<p>1. The duties of Unit Resettlement Officer (URO) ensuring the provision of timely and effective resettlement advice to all members of the unit who need it.</p> <p>2. The duties of MODnet Authorised Demander and Local Security Officer.</p> <p>3. The duties of Unit Records Officer (URO).</p> <p>4. The duties of Unit Data Protection Advisor (DPA).</p> <p>5. The duties of Unit Postal Liaison Officer (UPLO).</p> <p>6. The duties of Electronic Procurement Card (EPC) holder.</p> <p>7. To assist the XO in the management of accounting aspects of the unit RSD budget and unit travel and subsistence budgets.</p> <p>8. Advising on Service voting and Census procedures.</p> <p>9. Giving direction on all routine and specialist unit administrative procedures which include but not restricted to:</p> <ul style="list-style-type: none"> a. JPA Record maintenance. b. Casualty Procedure. c. Absence and movement procedures and documentation. <p>10. Ensuring that all military personnel on the strength of the unit receive their correct pay and allowances, charges and non-effective benefits and providing relevant advice.</p> <p>11. Production of and advice to the CO on the management of information on the "A" area.</p>		
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