

UNCLASSIFIED

JOB SPECIFICATION (2010)		JSN	203HOSPPER13
Position Title	Quartermaster	Date Approved	1 Nov 16
Unit	203 Fd Hosp	Approved By	CO
Location	Cardiff	TLB	Army
Establishment Type	Established Post	Rank/Grade	OF3
Establishment/OET Ref	61458 Ver 19 Dated 1 Oct 16	Service/Type/Arm	Army/E1/RAMC
UIN/SLIM/JPA PID	A3803A/2056252	Exch/NATO/JSRL No	FTRS(HC)
Incumbent		Staff/Command	No
E-mail		WTE/MSTAR	NIL
Phone Number		Manning Priority	N/A
Security Status/Caveats	SC	Assignment Length	2/5 Years
Reporting Chain	Army	Primary Career Field	
1 st RO	2IC	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO	2 Med Bde Comd	Sub Field 2	
Unit Role: To provide elements designated by HQ 2 Med Bde at R5 with the remainder at R7 and to be prepared to provide other force elements as required			
Position Role: Commanding Officers Principle Logistics Officer			
Responsibilities:			
<ol style="list-style-type: none"> 1. Management of Unit Logistics both in and out of Barracks including associated IT management systems 2. Unit Safety Advisor, Unit Electromagnetic Field Officer and unit Radiation Safety Officer. 3. Unit Health Advisor 4. Mechanical Transport and Unit Road Safety Officer, Unit JAMES officer. 5. Implementation of Unit Equipment Care and Health and Safety regimes including Medical Alert 6. MyHR - Line Manager to all unit Industrial Civil Service staff 7. Unit Works Services Officer 8. Contract Monitoring Officer 			
Pre Appt/Deployment Trg: Unit Health Officer Course, Unit Equipment Care Officer Course			
Domestic Considerations: Lives within commutable distance to RHQ, Cardiff			
Performance Attributes	Priority Component Features		
Leadership	Projects personality to motivates subordinates to do what is required of them Creates early momentum and success		
Professional Effectiveness	Carries out the full range of tasks effectively Shows clear understanding of professional environment		
Management	Plans, organises and designates priorities effectively Allocates resources efficiently and optimises capabilities within restraints		
Powers of Communication	Displays enterprise and is willing to take appropriate action. Displays good oral communication ability to inform and convince		
Education/Training	Type	Pri	Comments
Military Quals	QM Course MTO Course USA Course UECM Course EMF Course	Essential Essential Essential Essential Essential	Essential courses required for role
Other Quals/Competencies	MJDI, JAMES, Unit Fund Mngr	Desirable	Courses to be completed following appointment if not already held.
Education			
Language	Welsh	Desirable	Non essential
Experience			
Service/Arm/OGD	RAMC	Desirable	Applications accepted from any cap badge, transfer to RAMC will be required to take up post
Operational	Any	Desirable	
Staff	Any	Desirable	
Command	Any	Desirable	
Fields/Trades	Any	Desirable	Previous QM Experience Desirable
Environments	Any	Desirable	Experience of Reserve Units Desirable
Other Comments	Evenings and weekend work may be required		
Originator: Capt PE Carter	Appt: RCMO	E-mail: 203hosp-rhq-rcmo@mod.uk	Tel: 94355 4519
Auth by 2nd RO: Col NC Smith	Appt: CO	E-mail: 203hosp-co@mod.uk	Date: 1 Nov 16

UNCLASSIFIED

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