

JOB SPECIFICATION (2019)		JSN	
Position Title	Regimental Administration Warrant Officer	Date Approved	31/07/18
Unit	101 FS Bn REME	Approved By	WilkinsonL740
Location	Keynsham, Bristol	TLB	Land Forces
Establishment Type	REME Reserve Battalion	Rank/Grade	OR8/WO2
Establishment/OET Ref	810615	Service/Type/Arm	Army/AGC
UIN/SLIM/JPA PID	A7808A/01354851/2040801	Exch/NATO/JSRL No	
Incumbent	A/WO2 D Hill	Staff/Command	WO2
E-mail	Debra.hill186@mod.gov.uk	WTE/MSTAR	
Phone Number	93550 8247	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain		Primary Career Field	Human Resources
1 <sup>st</sup> RO	RAO	Sub Field 1	
2 <sup>nd</sup> RO	CO	Secondary Field	
3 <sup>rd</sup> RO		Sub Field 2	
<b>Unit Role:</b> The delivery of Theatre level ES to provide defence outputs for 104 FS Bde in partnership with 5 FS Bn REME.			
<b>Position Role:</b> The RAWO is responsible to the Commanding Officer, through the RAO, for the Battalion's unit staff support and personnel administration.			
<b>Responsibilities:</b>			
1. To provide professional and effective administrative support to the Battalion in order to enhance operational effectiveness and achieve success on ops.			
2. Ensure all administrative actors are maintained as per D Pers Admin for the annual SPS G1A.			
3. As directed by the RAO assist with the recruitment, training, development, career management and retention of the units SPS Reservists. This includes the planning and conducting of such training during ACT's and Regimental Weekends.			
4. On operations, exercise and during periods of training, ensure the RAWO (Res) monitors the day-to-day supervision of the SPS (Res) detachment.			
5. As directed by the RAO, and as a matter of routine, responsible for the planning and delivery of personnel administration.			
6. Act as Battalion Information Support Officer, PVRO and as required, alternate Imprest Account holder.			
7. Assist with the internal auditing of Reserve Pay and Allowances, Attendance Registers and Non-Public funds.			
8. Act as assistant Resettlement Officer supporting the RCMO.			
<b>Desirable:</b> Previous RAWO experience, Experience of Reserves. Good working knowledge of G1 MS JPA.			
<b>Pre Appt/Deployment Trg:</b> RAWO qualified			
<b>Domestic Considerations:</b> N/A			
<b>Performance Attributes</b>		<b>Priority Component Features</b>	
Management	Plan, organise and designate priorities effectively and be able to delegate appropriately		
Reliability	Display loyalty, trustworthiness, conscientiousness and consistency		
Professional Effectiveness	Carry out the full range of tasks effectively and demonstrate knowledge of Service matters		
Initiative	Anticipates and resolves problems.		
<b>Education/Training</b>		<b>Type</b>	<b>Pri</b>
Military Quals	RAWO Course	Essential	
Other Quals/Competencies	JPA MS office user	Essential Essential	
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	AGC (SPS)	Essential	
Operational	General	Desirable	
Staff		Desirable	
Command			
Fields/Trades	Any		
Environments			
<b>Other Comments</b>		<b>Desirable Qualifications:</b> Share point Administrator	
<b>Originator:</b> Capt J Redler		<b>Appt:</b> RCMO	<b>E-mail:</b> James.Redler820@mod.gov.uk
			<b>Tel:</b>

OFFICIAL-SENSITIVE PERSONAL

<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col D Fallowfield	<b>Appt:</b> CO	<b>E-mail:</b> Daniel.Fallowfield744@mod.gov.uk	<b>Date:</b> 9 May 23	
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