

JOB SPECIFICATION (2020)		JSN	
Position Title	RAWO	Date Approved	7 Nov 22
Unit	202 FD HOSP	Approved By	Regt 2IC
Location	BIRRMINGHAM	TLB	1 (UK) Div
Establishment Type	Established Post	Rank/Grade	OR8
Establishment/OET Ref	AFC8005/61376/Ver46	Service/Type/Arm	Army/E2/AGC (SPS)
UIN/SLIM/JPA PID	A3831A/0567001/1807272	Exch/NATO/JSRL No	
Incumbent	WO2 D B HICKINBOTTOM	Staff/Command	RD
E-mail	David.Hickinbottom634@mod.gov.uk	WTE/MSTAR	
Phone Number	0300 1589562	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain	Army	Primary Career Field	
1 st RO	RAO	Sub Field 1	
2 nd RO	2IC	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: [On order deploy trained FE@R in role to operations worldwide in order to support HQ 2 Med Bde's contribution to a deployed force.]			
Position Role: Regimental Administration Warrant Officer (RAWO)			
Responsibilities: 1. To provide G1/G6 support to enable 202 Fd Hosp to fulfil its role in support of any Operations. 2. Authorised Requester, LSO, BITSO, LUMS Administrator, HP Records Management/MERIDIO, RAPS Administrator, SharePoint Administrator ISO, QARS/SSGM Permissions for Group roles, Print MFD controller, Organisation Asset Manager, Unit POC for all IT related issues incl infrastructure change, including writing OPBC for regional command G6 Development lead. 3. Formulate IM Plan and liaise between higher formations, Asst in setup of conf room for IT use incl Smart TV interaction and Help desk 1 st line support to all unit users 4. Resettlement Officer, Unit interviewing Officer, Expenses Approver 2, Oversee or run monthly management reports on JPA, COM & CB holder in the absence of FSA, Accountable Docs/Classified custodian, Manage Leave for unit Permanent Staff, AINU account holder for RAO Dept, Assist in Civ/Mil Clerk Trg, Produce and formulate monthly Management check plan for G1A, Produce G1A questionnaire for audit for team to add comments, Produce SPS manning return , Assist RCMO with establishment when req, Ad hoc G1 sp to Sqns and G1 Sp to all ranks as and when required. 5. Ensure Regimental G1 SOPs are fully implemented, reflecting changes required by Arms & Svc Directorates and updated annually or as and when changes occur. 6. Update Sqn PSAOs/AOs and SPS Reservists to all changes in G1 procedures in accordance with all regulations. 7. Complete all mandatory training and where necessary refresher training to maintain current competences. 8. Ensure the Values and Standards of the British Army are upheld and maintained.			
Pre Appt/Deployment Trg: Mil Clk Class 1 - including JPA, ISO, IMPREST Operators Course or COM trained. A good grounding in G6 matters.			
Domestic Considerations:		Should be ideally located within 50 miles of the Army Reserve Centre.	
Performance Attributes	Priority Component Features		
Breadth of Perspective	Forward Thinking - Demonstrates an awareness of the impact of decisions and actions on both immediate and longer-term outcomes.		
	Wider Thinking - Demonstrates an awareness of the wider perspective and landscape of their operating environment to inform decisions and the potential impact of these.		
Awareness and Understanding	Organisational Awareness and Understanding - Understands internal and external workings and structures of their own organisation and its wider interactions.		
	Cultural Awareness and Understanding - Demonstrates an appreciation and understanding of associated organisations and cultures, modifying own behaviour to operate effectively in varying contexts.		
Communication and Influence	Influence and Challenge - Identifies key stakeholders and considers differing perspectives of others whilst able to assert own ideas to persuade, negotiate and challenge at all levels.		
	Communication – Effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.		
Values and Standards	Upholds and maintains the Values and Standards throughout all aspects of Service life, influencing others where appropriate.		
	Proactively engaged and committed to upholding diverse and inclusive values towards superiors, peers and subordinates alike.		

Education/Training	Type	Pri	Comments
Military Quals	Mil Clerk Class1, SSA Trained	Essential	
Other Quals/Competencies	ISO, RIS, Imprest, BITSO, SFA	Essential	
Education	WO ALDP	Essential	
Language	English	Essential	
Experience			
Service/Arm/OGD	Army	High	AGC (SPS)
Operational	No		
Staff	No	N/A	
Command	No	N/A	
Fields/Trades	HR	Essential	
Environments	Military and Civilian	Desirable	
Other Comments			
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Auth by 2 nd RO: Lt Col J Phillips-Wallace	Appt: 2IC	E-mail: Jane.Phillips-Wallace598@mod.gov.uk	Date: 07 Nov 22