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JOB SPECIFICATION (2010)		JSN	
Position Title	SQMS Sqn 51 Sqn	Date Approved	
Unit	32 SIG REGT	Approved By	
Location	Edinburgh	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	808647	Service/Type/Arm	
UIN/SLIM/JPA PID	A3418C/1286582/1943846	Exch/NATO/JSRL No	
Incumbent		Staff/Command	
E-mail	32SR-51-SQMS	WTE/MSTAR	
Phone Number	9491 43055	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	PSAO 51 SIG SQN	Sub Field 1	
2 nd RO	CO 32 SIG REGT	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: TO PROVIDE ICS TO RF COMDS TO ENABLE EFFECTIVE C2 DURING UK OPS			
Position Role: SQMS			
Responsibilities:			
1. Responsible for maintaining Sqn accounts including - ET, MSA, Clothing, F&L, Exp and USA. Manage sub-accounts (MJDJ Child accts).			
2. Estate Manager. Maintain registers for building maintenance and repairs. Co-ordinate all works services and repairs through RFCA. Complete monthly utility returns and update EMSAS.			
3. Deliver the site SHEF management plan as directed by the PSAO. Manage all risk assessment, SHEF auditing and EMSAS.			
4. Local radiation protection supervisor and responsible for COSHH management.			
5. Provide G4 support to the Sqn when in barracks, on exercise or during UK Ops.			
6. Assistant Defence Transport Operator for the Sqn.			
7. Manage the Sqn assets utilising JAMES LAND and coordinate the maintenance of the vehicle fleet.			
8. Attend various courses to ensure that SQMS is qualified to carry out role and appointment.			
Pre Appt/Deployment Trg: AA SQMS COURSE,			
Domestic Considerations: Attend 16 day annual continuous training exercise and associated recces			
Performance Attributes	Priority Component Features		
Professional Effectiveness	Able to inspire subordinates.		
Management	Must be able to work dynamically and within tight time-lines.		
Subordinate Development	Ensure that all personnel are being correctly developed, especially in the G4 environment.		
Courage and Values	Behaves in accordance with the Army's Values and Standards and sets an irreproachable personal example.		
Education/Training	Type	Pri	Comments
Military Quals	CQMS/SQMS	Essential	Must be qualified, experience in the role would be preferred.
Other Quals/Competencies	SHEF JAMES	Essential Essential	Must hold a relevant SHEF qualification Must be a qualified and competent user
Education			
Language			
Experience			
Service/Arm/OGD	Army/R SIGNALS (V)	Preferred	
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other Comments			
Originator: Capt C Dawes		Appt: Adjt	E-mail: 32SR-RHQ-Adjt@mod.gov.uk
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			Date: Jul 19

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

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