

| 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 | | | |
| Originator: Maj G R Prottey | | Appt: RAO | E-mail: Garry.Prottey819@mod.gov.uk Tel: 0300 1648787 |
| Auth by 2 nd RO: Lt Col J Phillips-Wallace | | Appt: 2IC | E-mail: Jane.Phillips-Wallace598@mod.gov.uk Date: 07 Nov 22 |