

**UNCLASSIFIED**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	RAWO	<b>Date Approved</b>	
<b>Unit</b>	206 (NW) MMR	<b>Approved By</b>	
<b>Location</b>	Manchester, 2 Med Bde, England	<b>TLB</b>	
<b>Establishment Type</b>	Established Post	<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	A3806A/573939/1794413	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	24656040 WO2 Ginger	<b>Staff/Command</b>	
<b>E-mail</b>	David.ginger715@mod.gov.uk	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94571 8983	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	
1 <sup>st</sup> RO	RAO 206 (NW) MMR	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	2IC 208 Fd Hosp	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> To provide elements designated by HQ 2 Med Bde at R5 with the remainder at R7 and BPT provide other force elements to Operations as required.			
<b>Position Role:</b> Responsible to the Commanding Officer through the Adjutant and Regimental Administrative Officer for the efficient and functional operation of the Regimental Administrative Office in barracks and support of operational administration.			
<b>Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. Assist and advise the implementation of first line professional and personnel development training of unit SPS personnel.</li> <li>2. Day to day functional management and/or command of the SPS personnel and the civilians delivering an administrative capability. Conduct a monthly administrative audit of Detachments utilising JPA, JPA OBIEE, G1 Register, G1 Question Set and UAM.</li> <li>3 JPA Assurance including Career Manager, Recruitment, Terminations, Discipline and Engagement Support plus others.</li> <li>4. Information Support Officer, BITSO, LSO and IHUB Administrator.</li> <li>5. Personnel Vetting Records Officer (PVRO).</li> <li>6. Imprest Account Holder and Central Bank Account Holder in the absence of the FSA.</li> <li>7. Classified Documents Controller.</li> <li>8. Functional Role with FTRS, DBS, RAPs, PAPMIS, WISMIS, CP&amp;F and others.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b>			
<b>Domestic Considerations:</b> Required to visit sub-units within NW England. To be available some Tue evenings and occasional weekend. To undertake Ord Offr and CNO/CVO duties as and when required			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Delivering Results	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands; reviewing priorities as required.		
Adaptability & Initiative	Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the environment. Anticipates and resolves problems.		
Communication & Influence	Produces logical, fluent, convincing and accurate written work. Briefs and presents effectively.		
Leadership	Shows awareness of, and commitment to, upholding Equality and Diversity values towards superiors, peers and subordinates alike. Displays honesty and integrity.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	Career Manager	Essential	APC sponsored
Other Quals/Competencies	a. Service Fund Accounts. b. Imprest Operator. c. Information Support Officer (ISO).	Essential	
	BITSO	Desirable	
Education	Degree level	Desirable	
Language	English	Essential	

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

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<b>Experience</b>			
Service/Arm/OGD	AGC (SPS)	Essential	Previous service as RAWO desired. Ideally suitable for ex SSgt / WO with extensive SPS experience.
Operational			
Staff			
Command			
Fields/Trades	HR / Pers Admin	Essential	Must be IT literate, with a full understanding of MODNET, Sharepoint and JPA. Previous experience as RAWO essential. Experience of accounts operation highly desirable.
Environments	G1	Essential	An SPS background
<b>Other Comments</b>	Experience and knowledge of the Reg Army, Army Reserve and AMS, in particular a Fd Hosp, will benefit the incumbent of this post in understanding the many anomalies, responsibilities and implications of working within a Reserve AMS Unit.		
<b>Originator:</b> AD McFarlane		<b>Appt:</b> RCMO	<b>E-mail:</b> tony.mcfarlane990@mod.gov.uk
<b>Auth by 2<sup>nd</sup> RO:</b>		<b>Appt:</b> 2IC	<b>Date:</b> 12 Dec 2022

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