

JOB SPECIFICATION		JSN	101EOD&S /004
Position Title	RAWO (Regimental Administration Warrant Officer) FTRS(HC)	Date Approved	Oct 18
Unit	101 Engr Regt (EOD&S)	Approved By	1XX
Location	Hudson House, Bromley Rd, Catford, SE6 2RH	TLB	1XX
Establishment Type	EOD&S Engineer Regiment	Rank/Grade	OR8
Establishment/OET Ref	1008852 Version 2 dated 1 Aug 18	Service/Type/Arm	Army E2 General
UIN/SLIM/JPA PID	A4094A/1097082/2141240	Exch/NATO/JSRL No	
Incumbent	WO2 Alford	Staff/Command	
E-mail	101ENGR-RAWO@mod.gov.uk	WTE/MSTAR	
Phone Number	94691 XXXX/ 0208 697 9XXX	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain		Primary Career Field	J1 / CM
1 st RO	RAO RHQ 101 Engr Regt (EOD&S)	Sub Field 1	
2 nd RO	CO 101 Engr Regt (EOD&S)	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Explosive Ordnance Disposal and Search Support to 29 (EOD & Search) Gp			
Position Role: To provide J1 administrative support to the Regt under the direction of the RAO and Adjt			
Responsibilities: <ol style="list-style-type: none"> 1. Manage the career, training, professional and personal development of the AGC(SPS) personnel in conjunction with the RAO. 2. Deputise for the RAO in their absence. 3. Assume the appointment of Imprest Holder and the responsibility for the Central Bank in the absence of the FSA 4. Assist the Adjt and RCMO in the timely initiation and submission of mid-year appraisals and Annual Reports. 5. Carry out the duties of the Personal Vetting Records Officer. 6. Carry out the duties of Information Support Officer. 7. Ensure that all ranks conduct themselves in accordance with the Values and Standards of the British Army. 8. Be prepared for other any additional tasks given via the CO – Reserve or Regular centric. 			
Pre Appt/Deployment Trg: Must have a sound knowledge of J1 matters and experience as a SPS Warrant Officer.			
Domestic Considerations: London or SE England based, however visits to sub unit locations in Kent, Essex and Nottinghamshire are required in addition to attending training nights and occasional weekend commitments.			
Performance Attributes	Priority Component Features		
Powers of Communications	Able to communicate effectively both in writing and verbally across all ranks.		
Effective Intelligence	Able to manage and convey the direction of the CO across the CoC. Able to solve day to day problems with common sense and innovation.		
Personal Effectiveness	Maturity and credibility to advise the CO and sub unit Commanders directly and be able to impart accurate, balanced and creditable advice to all ranks.		
Reliability	Able to maintain confidentiality and uphold the values and standards of the British Army		
Education/Training	Type	Pri	Comments
Military Quals	Cbt HR Spec CI 1	1	Essential
	Imprest Holder	1	Essential
	Regt'l Accountant	1	Essential
	PVRO	2	Desirable
Other Quals/Comp	MOSS ISO	2	Desirable
	IT Literate	1	Essential
Education	WO CLM	2	Desirable
Experience			
Service/Arm/OGD	ARMY	1	Previous AGC SPS experience Essential
Operational	General	1	Essential
Staff	N/A		
Command	N/A		Experience as a minimum AGC SPS SNCO
Fields/Trades	Any		
Environments	RD RHQ	1	Essential working within an RHQ at RD
Other Comments	This post is ideally suited to an ex-regular or reserve WO who has been employed as a RAOWO and deployed operationally. Requires a sound knowledge of G1 processes and current in-service G1 MIS's.		
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			Date: 21 Nov 22