

**[UNCLASSIFIED]**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	<b>New Post</b>
<b>Position Title</b>	Executive Officer	<b>Date Approved</b>	01/03/22
<b>Unit</b>	Personnel Recovery Unit Wales and West (PRUWW)	<b>Approved By</b>	RC
<b>Location</b>	Bulford, Picton Barracks	<b>TLB</b>	Army HQ
<b>Establishment Type</b>	Established	<b>Rank/Grade</b>	OF3/Maj
<b>Establishment/OET Ref</b>	1000894	<b>Service/Type/Arm</b>	Army/FTRS HC
<b>UIN/SLIM/JPA PID</b>	A4089A 01683020/2161283	<b>Exch/NATO/JSRL No</b>	Nil
<b>Incumbent</b>	Maj Roberts	<b>Staff/Command</b>	Staff Subs Grade 2
<b>E-mail</b>	Amy.Roberts889@mod.gov.uk	<b>WTE/MSTAR</b>	N/A
<b>Phone Number</b>	943212345	<b>Manning Priority</b>	should
<b>Security Status/Caveats</b>	SC/DBS	<b>Assignment Length</b>	24 Months
<b>Reporting Chain</b>		<b>Primary Career Field</b>	Human Resources
1 <sup>st</sup> RO	CO PRU Wales and West	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	ACOS Pers	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> Manage and support assigned Personnel on Recovery Duty (PRD) and provide support to the wider-Field Army in the management of the PRD in order to deliver the optimum recovery outcome for the SP and maximise deployability in direct support of the Army's Main Effort,			
<b>Position Role:</b> Executive Officer for Personnel Recovery Unit (PRU) Wales and West			
<b>Responsibilities:</b> 1. Provide the executive link between CO PRU and Company/PRC OCs. 2. Manage PRU Battle Rhythm. 3. Lead staff officer for R2, Key Outputs and Risk. 4. Manage unit SOPs and SOIs. 5. Lead staff officer for all O&D matters. 6. Delivery of Continuous Improvement. 7. Unit Security Officer. 8. Deputise for CO PRU as required.			
<b>Pre Appt/Deployment Trg:</b> DRCET Cse.			
<b>Domestic Considerations:</b>			
<b>Performance Attributes</b>		<b>Priority Component Features</b>	
Leadership	Projects personality and character to motivate subordinates to do what is required of them.		
Effective intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Powers of communication	Produces logical, fluent, convincing and accurate written work.		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ICSC(L)	Essential	
Other Quals/Competencies			
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Army/Any		
Operational			
Staff	Grade 2	Desirable	
Command	Sub-Unit	Desirable	Must have a sound Regimental background
Fields/Trades	Human Resources	Desirable	Previous G1/welfare experience would be advantageous
Environments	Field Unit	Low	
<b>Other Comments</b> Travel will be required to sub unit locations.			
<b>Originator:</b> K MACE	<b>Appt:</b> CO PRU	<b>E-mail:</b> RC-Pers-PRUWW-HQ-CO@mod.gov.uk	<b>Tel:</b> 07884 187336
<b>Auth by 2<sup>nd</sup> RO:</b> A MCAFEE	<b>Appt:</b> ACOS PERS	<b>E-mail:</b> RC-Pers-ACOS@mod.gov.uk	<b>Date:</b> 05 Sept 22

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