

JOB SPECIFICATION (2021)		JSN	
Position Title	E Sqn PSAO		01 JAN 23
Unit	Royal Yeomanry	Approved By	
Location	ARC, TIGERS RD, LEICESTER, LE18 4WS	TLB	LAND
Establishment Type	Established Post	Rank/Grade	OF2/Capt
Establishment/OET Ref		Service/Type/Arm	Army/E2/FTRS(HC)
UIN/SLIM/JPA PID	A0235A	Exch/NATO/JSRL No	
Incumbent	Capt	Staff/Command	Staff
E-mail		WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	HR
1 st RO	OC Sqn	Sub Field 1	
2 nd RO	CO RY	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role: To prepare suitably trained, equipped and motivated officers and soldiers for operations, in accordance with an Army Reserve light cavalry regiment. To pair with QDG according to A2020. To deploy personnel in sp of ops, both overseas and in the UK with Regular units, as individuals and as contingent.			
Responsibilities: <ol style="list-style-type: none"> For all Sqn G1 Admin matters, including , AR Pay and control MTDs, Inter unit Audits, JPA Management checks, MS matters including supervision of SJARs, Community Engagement and all other office services. As Account Holder of the Sqn Fund, operate Fund in accordance with extant Managing trustee direction. Sqn IT Security Officer (ITSO), Local data Protection Assistant. Sqn representative for SHEF, Environmental Waste Manager/Energy Warden. Responsible for site EMSAS including Spillage Action Plan. 4C'S Custodian, all contractors. For all Security matters at Sqn level. Physical and IT. Sqn Personal Information Assistant Officer (PIAO). Sqn Welfare Officer. CNO / CVO trained, TRiM Assessor, E&D trained. Sqn Employer Support Officer. Liaise with employers DRM and RFCA. Assist soldiers with employer issues. Sits on Unit Health Committee and ensures PAP 10 Implementation. Liaison Officer between and lodger units and the implementation of Fire Safety Management Plan. Line manager and Reporting Officer of Industrial Skill Zone and non-industrial Civil Servants. To ensure the efficient day to day running of the Sqn and its staff. Site Lead on infrastructure: Manage AR Centre, all infrastructure, repairs, maintenance, contractors, improvements. Liaison with Sqn Associations and Sqn Hon Col. Custodian of Association and Sqn Property. 			
Pre Appt/Deployment Trg: All Arms Service Funds Accounts. Appraising Staff and Managing Performances. MOSS Team site Administrator. CHURCHILL. Working knowledge of JPA, HRMS and MS Office.			
Domestic Considerations: Ideally live within 30 minutes travel time of Sqn specific ARC. Should be prepared to work one evening per week and one in three weekends.			
Performance Attributes	Priority Component Features		
Leadership	Projects through good interpersonal skills, integrity and character traits that motivate subordinates and peers alike to do what is required of them.		
Management	Allocate resources effectively and optimise capability within constraints and Budgets. Plans, organises and designates priorities effectively.		
Judgement	Sets an example consistent with Service Values and Standards. Shows commitment to upholding core values and Service Ethos.		
Reliability	Displays loyalty, trust worthiness, conscientiousness and consistency. Displays courage to make unpopular and difficult decisions and admit mistakes.		
Powers of Communication	Display ability to communicate effectively orally and written.		
Education/Training	Type	Priority	Comments
Military Quals	All Arms Service Funds Unit Security Officer Branch IT Security Officer AA Unit Safety Advisor Unit Fire Officer	Essential Desirable Desirable Desirable Desirable	
Other Competencies	ECDL JPA Current Driving Licence	Desirable Essential Essential	Minimum cat B

Experience			
Service/Arm/OGD	Army E2	Desirable	Previous experience with AR
Operational	G1	Essential	Prior experience of working with the Reserve and/or in the Reserve G1 environment.
Staff	Civil	Desirable	Previous management responsibility for Civil Servants.
Command			
Fields/Trades	HR Admin	Essential	
Environments			
Other Comments			
Originator:		Appt:	E-mail:
Auth by 2nd RO:		Appt:	E-mail:
Incumbent:		Sign:	Date: