

JOB SPECIFICATION (2010)		JSN	
Position Title	PSAO	Date Approved	
Unit	Queen's Own Yeomanry	Approved By	
Location	Wigan	TLB	HQLF
Establishment Type	Established Post	Rank/Grade	OF2/Capt
Establishment/OET Ref	8005 (61521) 31 Mar 2021	Service/Type/Arm	Army
UIN/SLIM/JPA PID	A2912H/00991836/1892248	Exch/NATO/JSRL No	
Incumbent	Capt L Johnson	Staff/Command	Staff
E-mail	<a href="mailto:lee.johnson682@mod.gov.uk">lee.johnson682@mod.gov.uk</a>	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC/Nil	Assignment Length	
Reporting Chain	Army	Primary Career Field	HR
1 <sup>st</sup> RO	B Sqn Ldr QOY	Sub Field 1	
2 <sup>nd</sup> RO	CO QOY	Secondary Field	
3 <sup>rd</sup> RO	N/A	Sub Field 2	
<b>Unit Role: Army Reserve Light Cavalry.</b> To deploy personnel in support of operations both overseas and in the UK with Regular units as individuals and as contingents.			
<b>Position Role:</b> Management of the Sqn's finances, personnel, training and staff support.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Management of administrative matters in respect of Sqn personnel, accommodation, vehicles and equipment, and administration policy &amp; legislation covering all aspects of G1 to G9.</li> <li>2. Management of Regular, FTRS soldiers and civilian staff.</li> <li>3. Preparation of personnel for mobilisation and deployment on Ops abroad and UK Ops.</li> <li>4. CNO/VO duties in the Bde AO.</li> <li>5. All administrative and personnel matters including pay, enlistments, discharges, promotions – this can require attendance at Regimental study and training weekends as directed by the CO.</li> <li>6. Service (non-public) funds accountant.</li> <li>7. Assist Regt QM with management of the ARC on behalf of RFCA.</li> <li>8. Welfare and Health and Safety Officer for Sqn.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> Service Funds, Unit Security Officer Course – Minor Unit and All Arms Unit Safety Advisor courses.			
<b>Domestic Considerations:</b> No funding for commuting costs so proximity to Wigan is important.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
Professional Effectiveness	Carries out the full range of tasks effectively.		
Management	Allocates resources efficiently and optimises capability within constraints.		
Courage and Values	Shows tact and co-operation, and exercises self-discipline and control.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	JOTAC or LEOC	Essential	Basic background understanding, the absence of which would seriously hamstring the individual.
Other Quals/Competencies	Service Funds ED Advisor Unit Security Officer. All Arms Unit Safety Advisor CNO/CVO	Essential	
		Desirable	Attend ASAP
		Desirable	Attend ASAP
		Desirable	Attend ASAP
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Army Reserve	G1-G9	Essential	Prior experience of working with the AR and/or in the AR.
Staff	Civilian	Desirable	Previous management responsibility for Civil Servants.
Command			
Fields/Trades	HR	Essential	
Environments	PSAO	Essential	Prior experience in a middle management position within a Regular or Reserve Squadron or equivalent.

**Other Comments:**

**Military Appointment.** This FTRS(LC) appointment MUST remain a military SP post due to the contract type and by the nature of the role required in a Lt Cav Regt.

Previous experience of the PSAO position is desirable. Working knowledge of MUSTER, CHURCHILL, PAPMIS and other AR IT systems and a thorough awareness of JPA are essential.

**Normal working environment.** This is normally at the duty station but will require regular visits to Div/Bde HQ, sub-units and attendance at Regimental training events, including Annual Continuous Training (ACT), and other courses, meetings or events away from the normal duty station in order to conduct the duties listed above. There will also be a requirement to carry out other duties such as duty Officer/SNCO and CNO/VO. Whilst performing the duties listed in this JS, due to the travel distances involved, the incumbent will incur unavoidable separated service (SS) in the form of nights out of bed (NOOB).

NOOB is expected with a limited liability for role related compulsory SS in the UK and overseas (included operational theatres) for up to 35 days with no single period of separated service to last in excess of 21 days. Any SS in excess of 35 days per year is not compulsory and is only accepted on a voluntary basis.

<b>Originator:</b>	<b>Appt:</b> CO QOY	<b>E-mail:</b>	<b>Tel:</b>
<b>Auth by 2<sup>nd</sup> RO:</b>	<b>Appt:</b>	<b>E-mail:</b>	<b>Date:</b>