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JOB SPECIFICATION (2010)		JSN	
Position Title	Regimental Admin Warrant Officer	Date Approved	
Unit	Cambridge UOTC	Approved By	
Location	Cambridge	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	060013	Service/Type/Arm	
UIN/SLIM/JPA PID	A4155A/1356449/1854001	Exch/NATO/JSRL No	
Incumbent	GAPPED	Staff/Command	
E-mail		WTE/MSTAR	
Phone Number	01223 27 5752	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	Adjt	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: University Officer Training Corps			
Position Role: RAWO			
Responsibilities: 1. Provide technical support to all admin staff for all HR Tasks 2. Act as Unit SSA, ADPA, IMgr, ISO 3. Regt Acct for Non Public Funds (manual book keeping) and/or Imprest Holder for Public Funds (COM) 4. Assist Adjt/RAO with mgt of all AGC staff and civilian HR staff 5. Supervise JPA, MODNET and act as Sharepoint systems administrator 6. Ensure all unit documentation and HR Management Admin Reports are maintained in accordance with regulations 7. Manage the G1 Audit 8. Assist the Adjt/RAO with all MS procedures on JPA 9. Manage the Unit AF 8005 10. Assist in the management of financial control- Unit budget and CP&F 11. Assist the Adjt/RAO with UHC, WISMIS, PPMIS, VRM 12. Oversee Reserve Pay and management of RAPS 10. As a unit with a small permanent staff, there will likely be a requirement to assume other tasks and responsibilities.			
Pre Appt/Deployment Trg: RAWO post			
Domestic Considerations: Reside within commuting distance to CUOTC RHQ, attend Drill nights on a Tuesday and the occasional working weekend with compensatory days off ie recruiting and Remembrance and unit cohesion			
Performance Attributes	Priority Component Features		
Leadership	Motivates others to embrace change when change is required		
Effective Intelligence	Adapt to new circumstances, bring to bear both common sense and innovation throughout the OTC		
Management	Generates enthusiasm and high morale, recognising and rewarding achievement.		
Reliability	Demonstrates a sense of duty and commitment. Displays loyalty, trustworthiness, conscientiousness and consistency. High values and standards expected by a trg establishment		
Education/Training	Type	Pri	Comments
Military Quals	IMPREST (COM)	Essential	Course available in post if only Regt Accts/ SNPF qualified
	SNPF - Regt accts	Essential	Course available in post if only IMPREST qualified
	SSCC	Essential	Sandhurst Staff Context Course: attendance in post
	DTTT	Desirable	
	CNO/CVO	Desirable	
	ED&I Advisor	Desirable	
	UWO	Desirable	
	IMgr	Desirable	
	CMgr on JPA	Desirable	Essential APC cse once in post
Other Quals/Competencies	AT quals Cat C, D Driver licence	Desirable	To provide wider support in a small unit to enhance unit effectiveness
Education	N/A		
Language	N/A		

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

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Experience			
Service/Arm/OGD	AGC(SPS)	Essential	RAWO experience
Operational			
Staff			
Command			
Fields/Trades			
Environments	Training Reserves	Desirable Desirable	Experience of a trg environment Experience of working with Reserves would be beneficial
Other Comments	Attendance on Tue training nights, some weekend training and 15-day Annual Camp		
Originator: CAPT A FERGUSON	Appt: Adj/RAO	E-mail: amanda.ferguson266@mod.gov.uk	Tel: 01223275752
Auth by 2nd RO: LT COL A GARRETT	Appt: CO	E-mail:	Date: 01 Oct 22

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