

**[UNCLASSIFIED]**

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	PSAO Ypres Coy GREN GDS	<b>Date Approved</b>	
<b>Unit</b>	1 <sup>st</sup> Bn London Guards	<b>Approved By</b>	Land
<b>Location</b>	Kingston-Upon-Thames, KT1 2QX	<b>TLB</b>	Land
<b>Establishment Type</b>	Endorsed	<b>Rank/Grade</b>	OF2
<b>Establishment/OET Ref</b>	061506 / Ver 49	<b>Service/Type/Arm</b>	Army E2 RD
<b>UIN/SLIM/JPA PID</b>	A6046K / 01355043 / 2185826	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	WO1 Till	<b>Staff/Command</b>	
<b>E-mail</b>	1LDNGDS-Ypres-PSAO	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	94647 2402	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	36 Months
<b>Reporting Chain</b>	Army Officer	<b>Primary Career Field</b>	HR Administration
1 <sup>st</sup> RO	OC G Coy	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	Commanding Officer	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	

**Unit Role:** Reserve Light Role Infantry Battalion

**Position Role:** FTRS (HC) – PERMANENT STAFF ADMINISTRATION OFFICER (PSAO)  
YPRES COMPANY, 1<sup>st</sup> BN LONDON GUARDS

**Responsibilities:**

1. Permanent Staff Administration/Supervision including Recruiting & Retention.
2. Supervision of Sub-Unit routines and training including: Admin of Army Reserve Pay, Documentation, Allowances and routine MS.
3. Sub-Unit Civilian Line Manager, Facilities Manager including maintenance of ARC, Lettings, Supervision of Sub-unit Administration Office and Ration Account.
4. Company Non-Public Service Fund Account. Treasurer and Financial Advisor to G Coy Trustees, £20k+ account. Responsible for Bars including Gaming Machines where appropriate.
5. Maintenance of Sub-unit Publications Library, Preparation of Sub-unit for External Inspections, Deployment of Reservists (DAC).
6. Sub-unit Security, Fire, Diversity and Inclusion, Welfare, Health and Safety and Data Protection Officer.
7. Other Duties: To assist, where requested and appropriate, with any sponsored associations particularly where that assistance is for the good and benefit of the London Regiment as a whole.
8. Any other duties as may be required by the Commanding Officer.

**Pre Appt/Deployment Trg:** G1 background & Service Funds (Non Public) Accounts trained.

**Domestic Considerations:** Must be able to attend Drill nights. Tuesday

<b>Performance Attributes</b>	<b>Priority Component Features</b>		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	Serv Funds	Yes	Must be trained prior to appointment
Other Quals/Competencies	E&D		
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Reg/Res		Preferable
Operational			
Staff			
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>			
<b>Originator:</b> Capt Y Thapa	<b>Appt:</b> RCMO	<b>E-mail:</b> 1LDNGDS-BnHQ-RCMO	<b>Tel:</b> 94521 2634
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col C Sykes	<b>Appt:</b> CO 1LDN GDS	<b>E-mail:</b> 1LDNGDS-CO	<b>Date:</b> 19 Feb 23

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