

JOB SPECIFICATION (2024)		JSN	101EOD&S/006
Position Title	SQMS 579 Fd Sqn (EOD&S)	Date Approved	
Unit	101 Engr Regt (EOD&S) 579 Fd Sqn (EOD&S)	Approved By	
Location	Army Reserve Centre, St Johns Road, Tunbridge Wells, Kent, TN4 9UU	TLB	Land
Establishment Type	Established Post	Rank/Grade	OR7 / SSgt
Establishment/OET Ref	1008852 Version 2 dated 1 Aug 18	Service/Type/Arm	Army RE General
UIN/SLIM/JPA PID	A0518J/ 01330579 / 2023586	Exch/NATO/JSRL No	
Incumbent	SSgt Eaton	Staff/Command	
E-mail	101engr-579-sqms@mod.gov.uk	WTE/MSTAR	
Phone Number	94663 3841/01892 556831	Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 months
Reporting Chain	Army	Primary Career Field	Logistics
1 st RO	QM 579 Fd Sqn (EOD&S)	Sub Field 1	
2 nd RO	OC 579 Fd Sqn (EOD&S)	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Explosive Ordnance Disposal & Search, Royal Engineers			
Position Role: SQMS of 579 Fd Sqn (EOD&S)			
Responsibilities:			
<p>1. Managing, storing, maintaining and accounting of all material within the G4 accounts including arms, ammunition, rations, FLIG, COSHH, SHEF plus supporting contracts (e.g laundry/tailoring) in line with service policies. Manage and control the accountability of all Sqn accounts including UET, MSA, Clothing, expenses, and non-public property on Sqn charge in accordance with current regulations and instructions.</p> <p>2. Provide assistance to the PSAO in the maintenance of SHEP and environmental policies. Deputy 4C's Site manager assisting the 4C's Manager in liaising with all site contractors, visitors and ensuring a safe working site and environment for site personnel.</p> <p>3. Maintain all MIS required for G4/MT and SHEF (e.g. MJDI, JAMES, CLARITY, VERITAS, MLR) systems requirements as a fleet and equipment manager.</p> <p>4. On behalf of the Sqn 2IC, maintain the equipment care notice board, attend all EC meetings and display the minutes. Promulgate applicable information, advice, inspections and procedures through the Chain of Command.</p> <p>5. Sub-Unit single point of contact for the compliance of standards for all G4 inspections to include the LSA&I & LEA to include previous report action points. Additionally, Sp QM/RQMS/MTWO for ASEMSA, Fire and FHPA audits.</p> <p>6. Be prepared to work outside of normal working house in support of training, inspections, emergency contact procedures and any other request for the good and benefit of the Regiment.</p> <p>7. Liaison with Chain of Command ensuring all tasks are prioritised to include notification of works locations.</p> <p>8. Control and management of the various Sqn key areas including: Sqn armoury which includes accountability, security, serviceability, issue and receipt and allocation of all weapons and ancillaries held on charge.</p> <p>9. Sqn Radiation Workplace Supervisor, Sqn Fire SNCO, and responsible for internal and external examinations and Sqn Works Service manager, responsible for reporting and monitoring all building faults and general safety matters.</p> <p>10. Be prepared to cover agreed duties for the PSAO in his absence. Liaison with the QMSI/PSI in regards to ordering of training stores within required timelines.</p> <p>11. Provide G4/MT/SHEF exercise support to Sqn and QM in barracks and deployed including HOTO of exercise location and deployed G4 capability as directed.</p>			
Pre Appt/Deployment Trg: RQMS Cse, MJDI and JAMES trained.			
Domestic Considerations: [visits to sub-unit locations in Rochester are required, in addition to attending training nights and occasional weekend commitments.]			
Performance Attributes	Priority Component Features		
Management	<ul style="list-style-type: none"> Plans, organises and designates priorities effectively. Allocates resources efficiently and optimises capability within constraints. Delegates appropriately. 		
Initiative	<ul style="list-style-type: none"> Creates and grasps opportunities for improvements. Displays enterprise and is willing to take appropriate action. Anticipates and resolves problems. 		
Reliability	<ul style="list-style-type: none"> Demonstrates a sense of duty and commitment. Displays loyalty, trustworthiness, conscientiousness and consistency. 		
Powers of Communication	<ul style="list-style-type: none"> Displays good oral communication ability to inform and convince. Produces logical, fluent, convincing and accurate written work. Demonstrates accuracy and effectiveness. 		
Education/Training	Type	Pri	Comments
Military Quals	RQMS	Essential	Must have G4 experience.
Other Quals/Competencies	SHEF	Desirable	
Language	English main	Essential	

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

Experience			
Service/Arm/OGD	RE	Desirable	
Operational	No		
Staff	No		
Command	No		
Fields/Trades	Logistics/G4	Essential	
Environments	MOD		
Other Comments	Previous experience of a Regular or FTRS SQMS role, qualified/trained on JAMES, MJDI, VERITAS, MLR. WPS, Fire NCO, SHEF trained/qualified.		
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Auth by 2nd RO: Maj Wood	Appt: OC	E-mail: duncan.wood218@mod.gov.uk	Date: 8 Dec 23