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<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	TBC
<b>Position Title</b>	CQMS	<b>Date Approved</b>	3 Jan 23
<b>Unit</b>	HQ 51 Infantry Brigade & HQ Scotland	<b>Approved By</b>	DCOS 51X
<b>Location</b>	Redford Barracks, Edinburgh, UK	<b>TLB</b>	Army
<b>Establishment Type</b>	Established post	<b>Rank/Grade</b>	OR7/SSgt
<b>Establishment/OET Ref</b>	FTRS (HC)	<b>Service/Type/Arm</b>	Army/E2
<b>UIN/SLIM/JPA PID</b>	A4083A/1216329/1855220	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	24743002 CSgt Leith	<b>Staff/Command</b>	
<b>E-mail</b>	perry.leith517@mod.gov.uk	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	0131 310 5691	<b>Manning Priority</b>	Must
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	36 Months
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Log
1 <sup>st</sup> RO	SO2 G1 G4 Cas 51X	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	DComd 51X	<b>Secondary Field</b>	Ops Sp
3 <sup>rd</sup> RO	Comd 51X	<b>Sub Field 2</b>	
<b>Unit Role:</b> Delivery of the Firm Base across HQ 51 Infantry Brigade & HQ Scotland AOR including UK Operations.			
<b>Position Role</b> CQMS HQ 51 Infantry Brigade & HQ Scotland. Future role may migrate to Edinburgh Garrison			
<b>Responsibilities:</b>			
1. Carry out all management checks of the following 51X accounts: Clothing, Expense Equipment Table, Ammunition, Miscellaneous Account, Loan Account, MJDI Systems Administrator /EMSA administrator.			
2. Administer and monitor all integrity of MJDI Accounting inc Edinburgh Gsn accounts; manage and maintain Unit OPRP account.			
3. SME for all tailoring, shoe repair policy in relation to the controls in Scotland on the Multi Activity contract (MAC).			
4. Order and distribute accommodation stores requirement for all HQ 51 Infantry Brigade & HQ Scotland Depts, provision and procurement of stores including local purchase (EPC).			
5. Process, planning and daily liaison with DIO for all work services requests for Bld 25 Redford Barracks.			
6. Management of tasking of the four HQ 51 Bde & HQ Scotland and Victoria Barracks GD pers.			
7. 51X Assistant Fire Officer/Assistant H & SW representative, Energy Conservation officer, Assistant Contract Supervising Officer for Soft FM contract, COSSH and Risk Assessor.			
8. BPT to SUPPORT and DELIVER on projects directed by the CofC			
<b>Pre Appt/Deployment Trg:</b> All Arms Storeman, CAT C, MHE, MJDI. Conduct a minimum of 2 days UK Ops Trg and support the JMC during UK Resilience Ops and to undertake the Defence Contribution to Resilience L2 training.			
<b>Domestic Considerations:</b> Post based in Redford Barracks, however, must be able to deliver role across the Scotland AOR if required. Flexible/hybrid working may be available subject to the Commanders agreement, however, living locally is recommended.			
<b>Performance Attributes</b>		<b>Priority Component Features</b>	
Initiative	Anticipates and resolves problems when under pressure.		
Professional Effectiveness	Diligent and organises effectively to maintain unit priorities.		
Powers of Communication	Displays good oral communication ability to inform and convince. Produces logical, fluent and accurate written work.		
Leadership	Demonstrates strong team spirit.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	CLM	Desirable	AA RQMS Course qualified, MJDI Administrator, AA Ammunition Account Qualified, Risk Assessment (TTT), Waste Manager qualified, CP&F Procurement Approver qualified, UAMS 2
Other Quals/Competencies	Stores Acct	Essential	Low Value Purchase (EPC) qualified, UAMS 2 qualified.
Education	JNCO CLM	Desirable	
Language			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Operational	Yes	Medium	With driving licence
Staff			
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>	Must be forward thinking and innovative: able to work with minimum direction and follow projects from inception to completion with minimum guidance.		

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

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<b>Originator:</b> Major WSJ Webster RE	<b>Appt:</b> SO2 G1G4 Cas 51X	<b>Email:</b> <a href="mailto:warren.webster921@mod.gov.uk">warren.webster921@mod.gov.uk</a>	<b>Tel:</b> 94741 5551
<b>Auth by 2<sup>nd</sup> RO:</b> Col Philips	<b>Appt:</b> DComd 51X	<b>Email:</b> <a href="mailto:51X-DComd@mod.gov.uk">51X-DComd@mod.gov.uk</a>	<b>Date:</b> 20 Oct 22

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