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JOB SPECIFICATION (2023)		JSN	
Position Title	ROSO/PSAO	Date Approved	
Unit	157 Regt RLC	Approved By	
Location	Maindy Barracks, Cardiff	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref	802927	Service/Type/Arm	
UIN/SLIM/JPA PID	A3737A	Exch/NATO/JSRL No	
Incumbent		Staff/Command	
E-mail		WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	XO	Sub Field 1	
2 nd RO	CO	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Reserve RLC Tpt Regt providing capability at Readiness in support of 3 (UK) Div.			
Position Role: ROSO, PSAO 249 HQ Sqn			
Responsibilities:			
<ol style="list-style-type: none"> 1. Provide limited PSAO functions in support of 249 HQ Sqn and other tasks as directed by the CO. 2. Management of ReMSOs and RRMT SP, co-ordinate and delivery of ReMSO quarterly study days, 3. Responsible for all Recruitment and Engagement activity in line with the COs Recruitment and Retention Plan. 4. Management and procurement of all recruiting equipment, marketing and merchandise. 5. Assurance of all Regtl and Sub Unit recruitment events. 6. Unit Diversity and Inclusion Officer and Unit Life Skills Officer. 7. Ensuring unit recruitment and engagement SOIs are updated in line with current policy and the CoC is informed. 8. ARRAT assurance and conformance. 			
Pre Appt/Deployment Trg: D & I Training			
Domestic Considerations: Resdie within 50 miles of place of work.			
Performance Attributes		Priority Component Features	
Effective Intelligence	Demonstrates an appreciation and understanding of associated organisations and cultures, modifying own behaviour to operate effectively in varying contexts		
Forward Thinking	Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.		
Resource Management	Establishes connections and builds rapport to gain support and commitment from others.		
Decision Making	Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes.		
Education/Training			
Military Quals	Competence	Essential	Regimental duty at Regular or Reserve
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	Army/RLC	Desirable	D & I Training
Operational			
Staff	SO3	Desirable	
Command			
Fields/Trades	Sun Unit/2IC	Desirable	
Environments	Reserve	Desirable	Experience service with Army Reserve unit.
Other Comments	Attendance at Regt recruitment and engagement events will be expected. The incumbent will be expected to work occasional weekends and training evenings		
Originator: [WO1 SSM McClean]	Appt: [RCMO]	E-mail: [john.mcclean696@mod.gov.uk]	Tel: [03001622377]
Auth by 2nd RO: [Lt Col A D Briggs]	Appt: CO	E-mail: [angela.briggs613@Mod.gov.uk]	Date: [16 Nov 23]

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