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JOB SPECIFICATION (2010)		JSN	
Position Title	QM/MTO	Date Approved	
Unit	Bristol UOTC	Approved By	
Location	Whiteladies Road, Bristol	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	0721/7	Service/Type/Arm	
UIN/SLIM/JPA PID	A4154A/01357054/1853690	Exch/NATO/JSRL No	
Incumbent	WO1 K Edwards-Tandy	Staff/Command	
E-mail	Keith.tandy982@mod.gov.uk	WTE/MSTAR	
Phone Number	01985 22 3841	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Single Service	Primary Career Field	
1 st RO	CO Bristol UOTC	Sub Field 1	
2 nd RO	Asst Comd HQSW	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Bristol UOTC is to attract high calibre and diverse students into Bristol UOTC and onward to subsequently serve as Regular or Reserve Officers in the British Army; to deliver excellence in leadership development; and to engender an appreciation and understanding of the Army in Society.			
Position Role: Quartermaster/MTO			
Responsibilities: 1. Principle staff officer for all G4 matters in unit, in order to enable safe training on site and deployed on exercise. 2. As Quartermaster, manage materiel accounting, in accordance with policy. 3. As MTO, manage unit vehicles, drivers hours and documentation, in accordance with policy. 4. As Unit Safety Advisor for Bristol UOTC and The Artillery Grounds site, ensure compliance with all policy. 5. Manage, delegate, prepare and conduct all necessary internal and external audits and inspections across all areas of responsibility. 6. Fulfil the role of the Unit Welfare Officer, in close liaison with the Universities' welfare provision. 7. Provide support to the CO as Head of Establishment for The Artillery Grounds ARC, including coordination with other site users, management of site infrastructure in liaison with Wessex RFCA, and manage all external hirings. 8. Manage military, including reservist, and civilian G4 staff.			
Pre Appt/Deployment Trg: Sandhurst Staff Context Course (SSCC)			
Domestic Considerations: Applicants ideally need to live within 60mins of ARC due to duty responsibilities (DOO). Will be required to work most Wednesday evenings and deploy on 2 week ACTP every summer.			
Performance Attributes	Priority Component Features		
Management	Allocates resources efficiently and optimises capability within constraints. Develops successful interpersonal relationships with others.		
Delivering Results.	Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required.		
Problem Solving and Decision Making.	Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk.		
Teamwork and Collaboration.	Builds relationships and team cohesion to enable collaborative working to achieve organisational outcomes.		
Education/Training	Type	Pri	Comments
Military Quals	All Arms QM. DTM. USA. SSCC. UWO. DO.	Essential Essential Essential Essential Desirabl e Desirabl e	SSCC can be obtained post selection but prior to arrival.
Other Quals/Competencies			

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Education			
Language			
Experience			
Service/Arm/OGD	Army	Essential	
Operational	Yes	Desirable	To allow training and social discussions with OCdt on the issue
Staff	Yes	Desirable	To reflect role to manage The Artillery Grounds site.
Command			
Fields/Trades			
Environments			
Other Comments	QM BrUOTC is both the unit and site (CO BrUOTC is HoE) lead for all G4 management and coordination, including; safety, infra and assurance. In addition the QM is also the MTO and UWO for BrUOTC.		
Originator: [Lt Col AJG Ficke]		Appt: [CO]	E-mail: [alexander.ficke771@mod.gov.uk]
Auth by 2nd RO: [Col J Cummings]		Appt: [AComd HQ SW]	Date: [09 Oct 2022]

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