

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	New Post
Position Title	Executive Officer	Date Approved	01/03/22
Unit	Personnel Recovery Unit Wales and West (PRUWW)	Approved By	RC
Location	Bulford, Picton Barracks	TLB	Army HQ
Establishment Type	Established	Rank/Grade	OF3/Maj
Establishment/OET Ref	1000894	Service/Type/Arm	Army/FTRS HC
UIN/SLIM/JPA PID	A4089A 01683020/2161283	Exch/NATO/JSRL No	Nil
Incumbent	Maj Roberts	Staff/Command	Staff Subs Grade 2
E-mail	Amy.Roberts889@mod.gov.uk	WTE/MSTAR	N/A
Phone Number	943212345	Manning Priority	should
Security Status/Caveats	SC/DBS	Assignment Length	24 Months
Reporting Chain		Primary Career Field	Human Resources
1 st RO	CO PRU Wales and West	Sub Field 1	
2 nd RO	ACOS Pers	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Manage and support assigned Personnel on Recovery Duty (PRD) and provide support to the wider-Field Army in the management of the PRD in order to deliver the optimum recovery outcome for the SP and maximise deployability in direct support of the Army's Main Effort,			
Position Role: Executive Officer for Personnel Recovery Unit (PRU) Wales and West			
Responsibilities:			
<ol style="list-style-type: none"> 1. Provide the executive link between CO PRU and Company/PRC OCs. 2. Manage PRU Battle Rhythm. 3. Lead staff officer for R2, Key Outputs and Risk. 4. Manage unit SOPs and SOIs. 5. Lead staff officer for all O&D matters. 6. Delivery of Continuous Improvement. 7. Unit Security Officer. 8. Deputise for CO PRU as required. 			
Pre Appt/Deployment Trg: DRCET Cse.			
Domestic Considerations:			
Performance Attributes		Priority Component Features	
Leadership	Projects personality and character to motivate subordinates to do what is required of them.		
Effective intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual.		
Powers of communication	Produces logical, fluent, convincing and accurate written work.		
Reliability	Displays loyalty, trustworthiness, conscientiousness and consistency.		
Education/Training	Type	Pri	Comments
Military Quals	ICSC(L)	Essential	
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	Army/Any		
Operational			
Staff	Grade 2	Desirable	
Command	Sub-Unit	Desirable	Must have a sound Regimental background
Fields/Trades	Human Resources	Desirable	Previous G1/welfare experience would be advantageous
Environments	Field Unit	Low	
Other Comments			
Travel will be required to sub unit locations.			
Originator: K MACE	Appt: CO PRU	E-mail: RC-Pers-PRUWW-HQ-CO@mod.gov.uk	Tel: 07884 187336
Auth by 2nd RO: A MCAFEE	Appt: ACOS PERS	E-mail: RC-Pers-ACOS@mod.gov.uk	Date: 05 Sept 22

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