

**JPA Job Specification**  
**Profile of Position: RAWO|1816545**  
**ARMY SLIM No: 00541456**

**Position Details**

Rank	OR8 - Warrant Officer 2nd Class;	Org. Unit	75 ENGR REGT	UIN	A3332A
Upper Lower Rank		Org. Type	RESERVE ORG	Exchange With	
Service (Job)	Army	TLB	V00	Location	WARRINGTON
Start Date for Position	31-Mar-2014	Proposed End Date for Position		Liability Driving	Yes
Hiring Status	Active	Position Status	Valid	Position Type	Shared
Person Category	FTRS (HC)	Position Status EIT		Service Option	Single Service
Domain	AGC(SPS)	Career Field	Not Specified	Sub Career Field	Not Specified
Talent Management		Tour Length		Handover	
Type of Operation		Operation Name		Operation PID	
Hierarchy Parent 1	RAO 1853960	Hierarchy Parent 2	CO 1816473	Hierarchy Parent 3	COMD 1757332
Incumbent		Incumbent Future Availability Date		Environment	
Minimum Medical Standard		Child Positions	4 Children (See Below)	Preferred Gender	

**Multiple Child Positions**

CLERK DOCS|1818107  
 CLERK FSA|1818102  
 CLERK HQ|1818101  
 STAFF SP DOCS|1818098

**Career Management and Rotational Information**

Position CM Desk	Service (CM)	Applicable From	Applicable To
SO3 FTRS	Army	31-Mar-2016	31-Dec-4712
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
AGC	MIL PERS ADMIN	SPS	

**Alternative Branch or Trade**

Alternative 1	Alternative 2	Alternative 3

**Specialist Pay**

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5

**Unit & Position Role**

Unit Function	
Position Role	RAWO

**Responsibilities**

Supervise the delivery of personnel admin for all personnel within regt.
Manage the provision of staff, clerical and admin sp to RHQ in bks and on ex.
Direct and manage RHQ clerical staff incl tech sp to sub-unit clerical staff.
Implement unit documentation and administration policy to ensure compliance.
Understand, and be able to advise, on G1 regulations, Acts and policies.
Conduct detailed preparation of G1 functions for external inspections.
Assist Adjt with administration of discipline cases.
Unit PVRO.

**Competence Requirements**

Competence - Full Name	Proficiency Level	Essential	Desirable
Must be competent with IT platforms used as a RAWO - JPA / Microsoft		YES	
Previous SPS experience essential		YES	
Previous experience with the Army Reserve advantageous			YES

**Pre-Employment Training**

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority

**Local Considerations**

Domestic
Employer Comments