| JOB SPECIFICATION (2019) | | JSN | |
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| **Position Title** | Army CRT Radio Manager | **Date Approved** | |
| **Unit** | Army Commercial Radio Team | **Approved By** | |
| **Location** | Brecon – HQ 160X | **TLB** | |
| **Establishment Type** | Established Post | **Rank/Grade** | |
| **Establishment/OET Ref** | | **Service/Type/Arm** | |
| **UIN/SLIM/JPA PID** | A5552A<br>JPA PID - 2069914<br>SLIM PID - | **Exch/NATO/JSRL No** | |
| **Incumbent** | SSgt Geoffrey Thomas | **Staff/Command** | |
| **E-mail** | 10SIG-CRT-RadMan8-160X | **WTE/MSTAR** | |
| **Phone Number** | | **Manning Priority** | |
| **Security Status/Caveats** | SC | **Assignment Length** | |
| **Reporting Chain** | Army | **Primary Career Field** | |
| 1st RO | ACRT-SO1 | **Sub Field 1** | |
| 2nd RO | CO 10 Signal Regiment | **Secondary Field** | |
| 3rd RO | | **Sub Field 2** | |

**Unit Role:** ACRT are to manage and deliver commercial radio services on behalf of Defence to enable UK Ops, security commitments to permanent infrastructure and to support exercise safety requirements. The Commercial radio services represents a critical capability that is essential to enable interoperability between Defence users, the Emergency Services and OGDs. ACRT is also responsible for UK wide and regional frequency management of tactical CIS.

**Position Role:** ACRT are to: Assist development, deliver, generate and support the operational use of Commercial radio Services and commercial radio systems to all Authorised Users on behalf of Defence. Provide the single point of contact for regional frequency management for tactical radio systems. In order to, enable Defence's interoperability when contributing to UK operations and its wider spectrum coherence.

**Responsibilities:** The responsibilities of the Radio Manager are outlined below:

1. Availability Management, responsible for defining, analysing, planning, measuring, and improving all aspects of the availability of Commercial radio services within their RPOC. Responsible for ensuring that all infrastructure, processes, tools, roles etc., are appropriate for the agreed service level targets for availability.

2. Compliance Manager, responsible for ensuring that standards and guidelines are followed, or that proper, consistent accounting or other practices are being employed.

3. Regional Configuration Manager, responsible for maintaining information regarding configuration items that are required to deliver Commercial radio services. Maintaining a logical model, containing the components of the infrastructure (CIs) and their associations within the region.

4. Regional Level 2 Support; which takes over incidents which cannot be solved immediately by Level 1 Support. The aim is to restore the failed Service as quickly as possible. If no solution can be found, the Level 2 Support passes on the incident to Problem Management with the Service delivery manager.

5. Regional Incident Manager, responsible for the effective implementation of the process "Incident Management" and carries out the respective reporting procedure. Representing the first stage of escalation for incidents, should these not be resolvable within the agreed Service Levels.

6. The Provision of HF and VHF Frequency Management and assignment as required for UK Operations and Exercise including guidance to their RPOC.

7. Delivery of Commercial radio training packages across the region as required and to maintain an accurate and up to date register of those who have received accredited distributed training.

8. Security Management of the Commercial radio fleet across respective regions; assisting the security officer in

conducting security audits and musters.

9. Required to deploy at short notice in support of UK Ops support UK Ops and exercises across regions by enabling and maintaining connectivity between Military Units, Emergency Services personnel and OGDs as required through the management and provision of Commercial radio.

10. Act as the escalation point for the delivery of services within RPOC, providing guidance to the user community on regional Commercial radio coverage.

11. To represent ACRT as directed by ACRT SO1 on respective 3 ES regional working groups and to ensure effective liaison is maintained between ACRT and the end user community.

12. Program commercial radio systems as directed to maintain end user connectivity in support of UK Ops or exercises.

13. To assist the J6 departments within respective Regional Bdes where such activity is deemed appropriate by the ACRT SO1 and formally approved.

14. To carry out other duties as directed by ACRT SO1 as required to support UK Ops commitments within the remit of FTRS/NRPS terms of service.

15. As part of an On Call Roster, provide out of hours cover for Operational Requirements.

**Pre / Post Employment Trg:** The following training pipeline has been identified and must be completed before assuming Radio Management responsibilities, training has been identified for all Radio Management personnel.

1. Commercial radio Train the Trainer Course.

2. CCM Course.

3. Insite Management Software Overview.

4. Sepura Radio Management Course.

5. KMF Course.

6. ECDL – to ensure a competent level of operation of Microsoft Office products necessary to enable normal daily business.

7. Battle Space Spectrum Management Course.

8. ITIL Foundation.

9. MJDI.

**Domestic Considerations:** No entitlement to Service Accommodation or Residence Place of Duty Travel Allowance, unentitled rates may be obtained if available.

| **Performance Attributes** | **Priority Component Features** |
|---|---|
| Management | Ability to exert and maintain control over the acquisition, processing, interpretation and use of key information. Maintaining a working knowledge of all required communication systems, including; Commercial Radio (Analogue and Digital) and in particular the Commercial radio Network and other Tetra based systems. |
| Initiative | The ability to work under pressure and have the mental capacity to work in isolation, with limited or indirect supervision. |

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| Powers of Communication | Diligence and an unwavering eye for detail are essential, as the standard of work is important and errors may have operational consequences. Working hours may vary due to the variety and operational nature of tasks that they may be required to perform in the course of their duties. | | |
| Judgement | The incumbent will be required to report developments both written and verbally, as required for team meetings and other briefs. Must be able to brief superiors who may have some knowledge, but no in-depth technical background of communications systems or services. | | |
| **Education/Training** | **Type** | **Pri** | **Comments** |
| Military Quals | | | |
| Other Quals/Competencies | Driving Licence | Essential | Must hold a current Class B Licence. |
| Education | | | |
| Language | English | Essential | |
| **Experience** | | | |
| Service/Arm/OGD | Any | | This post is designed for occupation by a SSgt engaged upon FTRS (LC), with a relevant CIS background. |
| Operational | | | |
| Staff | | | |
| Command | | | |
| Fields/Trades | | | |
| Environments | | | |
| **Other Comments** | This post supports HQ 160th (Welsh) Bde, Brecon, in their commitment to UK Ops. As such, the incumbent will be required to deploy within the UK to take their place in the operational ORBAT. This might be at a set NTM or at best effort. | | |

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| **Originator:** | **Appt:** | **E-mail:** | **Tel:** |
| **Auth by 2nd RO:** | **Appt:** | **E-mail:** Army IS-C4ISR-SO1 | **Date:** |