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| **JOB SPECIFICATION (2010)** | **JSN** | 203HOSPPER13 |
| **Position Title** | Quartermaster | **Date Approved** |  1 Nov 16 |
| **Unit** | 203 Fd Hosp |  **Approved By** |  CO |
| **Location** | Cardiff |  **TLB** |  Army |
|  **Establishment Type** | Established Post |  **Rank/Grade** | OF3 |
| **Establishment/OET Ref** | 61458 Ver 19 Dated 1 Oct 16 | **Service/Type/Arm** |  Army/E1/RAMC |
| **UIN/SLIM/JPA PID** | A3803A/2056252 | **Exch/NATO/JSRL No**  |  FTRS(HC) |
| **Incumbent** |  | Staff/Command  |  No |
| **E-mail** |  | WTE/MSTAR |  NIL |
| **Phone Number** |  | **Manning Priority** |  N/A |
| **Security Status/Caveats** | SC | **Assignment Length** |  2/5 Years |
| **Reporting Chain** | Army | **Primary Career Field** |  |
| 1st RO | 2IC | **Sub Field 1** |  |
| 2nd RO | CO | **Secondary Field** |  |
| 3rd RO | 2 Med Bde Comd |  **Sub Field 2** |  |
| **Unit Role:** To provide elements designated by HQ 2 Med Bde at R5 with the remainder at R7 and to be prepared to provide other force elements as required  |
| **Position Role:** Commanding Officers Principle Logistics Officer |
| **Responsibilities:** |
| **1.** | Management of Unit Logistics both in and out of Barracks including associated IT management systems |
| **2.** | Unit Safety Advisor, Unit Electromagnetic Field Officer and unit Radiation Safety Officer. |
| **3.** | Unit Health Advisor |
| **4.** | Mechanical Transport and Unit Road Safety Officer, Unit JAMES officer. |
| **5.** | Implementation of Unit Equipment Care and Health and Safety regimes including Medical Alert |
| **6.** | MyHR - Line Manager to all unit Industrial Civil Service staff |
| **7.** | Unit Works Services Officer |
| **8.** | Contract Monitoring Officer |
| **Pre Appt/Deployment Trg:** Unit Health Officer Course, Unit Equipment Care Officer Course  |
| **Domestic Considerations:** Lives within commutable distance to RHQ, Cardiff  |
| Performance Attributes | **Priority Component Features** |
| Leadership | Projects personality to motivates subordinates to do what is required of themCreates early momentum and success |
| Professional Effectiveness | Carries out the full range of tasks effectivelyShows clear understanding of professional environment |
| Management | Plans, organises and designates priorities effectivelyAllocates resources efficiently and optimises capabilities within restraints |
| Powers of Communication | Displays enterprise and is willing to take appropriate action.Displays good oral communication ability to inform and convince |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | QM CourseMTO CourseUSA CourseUECM CourseEMF Course | EssentialEssentialEssentialEssentialEssential  | Essential courses required for role |
| Other Quals/Competencies | MJDI, JAMES,Unit Fund Mngr | Desirable | Courses to be completed following appointment if not already held. |
| Education |  |  |  |
| Language | Welsh | Desirable | Non essential |
| Experience |  |  |  |
| Service/Arm/OGD | RAMC | Desirable | Applications accepted from any cap badge, transfer to RAMC will be required to take up post |
| Operational | Any | Desirable |  |
| Staff | Any | Desirable |  |
| Command | Any | Desirable |  |
| Fields/Trades | Any | Desirable | Previous QM Experience Desirable |
| Environments | Any | Desirable | Experience of Reserve Units Desirable |
| **Other Comments**DAngeR |  Evenings and weekend work may be required  |
|  **Originator:** Capt PE Carter  |  **Appt:** RCMO |  **E-mail:** 203hosp-rhq-rcmo@mod.uk  | **Tel:** 94355 4519 |
|  **Auth by 2nd RO:** Col NC Smith  |  **Appt:** CO |  **E-mail:** 203hosp-co@mod.uk  | **Date:** 1 Nov 16 |