

JOB SPECIFICATION		JSN	
Position Title	PSAO FTRS (HC)	Date Approved	
Unit	106th (Yeomanry) Regt RA	Approved By	
Location	Portsmouth	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref	061024 dated 22 May 20	Service/Type/Arm	
UIN/SLIM/JPA PID	A3221A / 01356882 / 2038882	Exch/NATO/JSRL No	
Incumbent	WO1 McCrossan	Staff/Command	
E-mail	106RA-295-PSAO	WTE/MSTAR	
Phone Number	94295 3211	Manning Priority	
Security Status/Caveats	SC/ CRB (CRB can be acquired in post)	Assignment Length	36 Months
Reporting Chain	Army	Primary Career Field	
1 st RO	RAO	Sub Field 1	
2 nd RO	CO 106 RA Regt	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role: To provide a War Establishment Reserves capability to Regular CAD Regiments (HVM) and the wider Air Defence community.			
Position Role: Permanent Staff Administration Officer: To supervise the administration of the Army Reserve, Permanent and Civilian Staff. Provide the link between the Army Reserve and the weekday staff, ensuring that the Army Reserve can train when required.			
Responsibilities: <ol style="list-style-type: none"> 1. Provide administrative support to the Bty so that it can provide formed detachments and individual reinforcements if mobilised. 2. Advise the BC on all aspects of J1 and J4 administration and represent the BC at all meetings as directed. 3. Supervise all aspects of J1 and J4 administration. 4. Manage resources efficiently and effectively and run the Bty Service Fund Account in accordance with current regulations, directives and guidelines. 5. Line management for all civilian and FTRS(HC) personnel. 6. Establish and maintain close links with RHQ, Local RFCA, Brigade HQ and other local Reserve organisations. 7. Promote a positive image of the Bty and Reserves in general within the local community. 8. Act as Bty Welfare, Security, Employer Sp and Equality and Diversity Officer. 			
Pre Appt/Deployment Trg: Not deployable outside the UK			
Domestic Considerations: Portsmouth based; however, visits to RHQ location in London is required in addition to attending training nights and occasional weekend commitment.			
Performance Attributes	Priority Component Features		
Management	Plans, organises and designates effectively.		
Initiative	Anticipates and resolves problems.		
Powers of Communication	Produces logical, convincing and accurate paperwork. Briefs and presents effectively.		
Standards and Values	Shows tact and co-operation and exercises self discipline and control.		
Education/Training	Type	Pri	Comments
Military Quals	SFA, SHEF Service Fund Manager	Desirable Desirable	Recent service funds management experience
Other Quals/Competencies	IT literate, Current Driving licence	Essential Essential	Experience of Microsoft Office, Working knowledge of Churchill & JAMES is desirable.
Education			
Language			
Experience			
Service/Arm/OGD	Army	Essential	
Operational	Any	Medium	
Staff	Any	Medium	Previous experience with the Army Reserve desirable
Command			
Fields/Trades	HR/J1/J4	Desirable	Good working knowledge of J1-J9
Environments	MOD	Desirable	
Other Comments			

Originator:	Appt: RCMO	E-mail: john.pearce283@mod.gov.uk	Tel: 94691 4121	
Auth by 2nd RO:	Appt: CO	E-mail: Sinclair,Ryan LtCol (106RA-RHQ-CO)	Date: 11 May 23	