

JOB SPECIFICATION (2010)		JSN	
Position Title	Cadet Training Team (CTT) Quartermaster	Date Approved	2 Aug 2022
Unit		Approved By	COS Cds Br HQRC
Location		TLB	Army HQ
Establishment Type	Established Post	Rank/Grade	OF2/Capt
Establishment/OET Ref		Service/Type/Arm	Army/E2/FTRS (LC)
UIN/SLIM/JPA PID		Exch/NATO/JSRL No	Nil
Incumbent		Staff/Command	-
E-mail		WTE/MSTAR	-
Phone Number		Manning Priority	2
Security Status/Caveats	SC/Nil	Assignment Length	24 months
Reporting Chain		Primary Career Field	Personnel
1 st RO	OC CTT	Sub Field 1	Logistics
2 nd RO	RPOC/Bde	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: To provide training, support, and assurance to the Army's cadet units on behalf of the chain of command within boundaries.			
Position Role: Deliver and manage logistical/administrative and support functions within the CTT and cadet units in support of Army Cadets within the RPOC AOR.			
Responsibilities:			
<ol style="list-style-type: none"> 1. Responsible for the oversight, management, and delivery of <u>all</u> Log Sp functions within the CTT and Army cadet units within AOR while providing leadership to the G4 support element of the CTT. Deputise for the OC during any absence. 2. Manage, control, and oversee all CTT G4 functions using MJDI & JAMES for all stores including weapons allocated to the CTT. Manage the MOD F2260. 3. Responsible for Unit Equipment Care (UEC) within the CTT and supported cadet forces within AOR. Deliver all UEC meetings on behalf of the OC CTT. Responsible for white fleet management, SHE/COSHH within the CTT in line with current policy. 4. Responsible for unit assurance and inspection regimes contained within ACSO 9001 or as delegated by the CoC. LEA, LSAF etc within AOR. 5. Liaise directly on behalf of the CTT with higher formations, RFCA/HQRC Infra/Cds Br on any CTT/CCF(A) infrastructure issues. 6. Assume the role of line manager and 1RO for CTT G4 staff. Deliver accurate and timely MS in accordance with current policy. 7. Deliver/Assist/Monitor/Supervise instruction of Army Cadets in all subjects of the Army's Cadet Syllabus. 8. Any other responsibilities, roles or duties as directed by the Chain of Command. 			
Pre Appt/Deployment Trg: Dependent on CTT location, SP must be England/Wales-Enhanced DBS with Barred List Check. Scotland-PVG. Northern Ireland-Access NI Enhanced with Barred List Check. Must have a full, valid UK driving licence.			
Domestic Considerations: Some weekend, evening and school holiday working will be required to deliver logistic support to cadet activities. Attendance at Cadet Camps/residential courses required. Nights out of bed will be required to deliver outputs.			
Performance Attributes	Priority Component Features		
Delivering Results	Resource Management; Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes.		
Adaptability and Initiative	Innovation and Initiative; Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.		
Problem solving and decision making	Risk Management; Takes and supports risk where appropriate. Understands, identifies and effectively manages risks and threats to output against context.		
Delivering Results	Achieving Results; Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.		
Education/Training	Type	Pri	Comments
Military Quals	AAQM/RQMS MT Mgt Qual	Essential Desirable	Must be QM/RQMS qualified. Previous G4 experience required. Applicant could complete MT qualifications in post
Other Quals/Competencies	ITSO USO	Desirable Desirable	Unit Equipment Care Manager – desirable
Education	IT Skills	Essential	A high level of IT Skills (MS Office) required
Language			
Experience			
Service/Arm/OGD	Army E2	Essential	Ex LE Officer (desirable). Previous QM/G4 experience essential
Operational	-		
Staff	-		
Command	-		
Fields/Trades	Logistics	Essential	
Environments	-		
Other Comments	Post requires, experienced, motivated individual with vision to fill this challenging role. Able to uphold the Army's V&S. Previous logistical experience is essential to deliver the highest standard of G4 support. Visit https://armycadets.com https://combinedcadetforce.org.uk Contact the CTT to arrange a visit to better understand the role.		
Originator: Lt Col AJ Lackey RA		Appt: SO1 CCF (A)	E-mail: Alan.Lackey430@mod.gov.uk Tel: 03001608370
Auth by 2nd RO:		Appt:	E-mail: Date: 8 Dec 2022

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes