NW A/331

See Distribution 20 February 2018

VACANCY NOTICE – QUARTERMASTER (QM) – ALTCAR TRAINING CAMP

1. A vacancy will arise on Friday 20 April 2018 for a permanent Crown Servant position (Band D) in the role as Quartermaster (QM), based at Altcar Training Camp Hightown, Liverpool L38 7JE. Applicants should have ideally served in the Armed Forces and held the rank of at least Staff Sergeant (or equivalent) or above in the Regular, Reserve or Cadet Forces. Applicants must have held a CQMS or QM appointment and be current in this role. The handover for this appointment will be from Monday 16 April – Friday 20 April 2018.
2. This position is a full time appointment working 37 hours per week (Monday – Friday). It will require the incumbent to work weekends/Public Holidays as directed/agreed by the Commandant Altcar Training Camp. The core hours of working are:

* Monday – Thursday 0800hrs – 1600hrs
* Friday 0800hrs-1530hrs

1. For periods of duty that cover pre/post core hours (Monday-Friday) overtime/toil will be paid at 1.5. For work covering Saturday/Sunday & Public Holidays overtime will be paid at plain time with a day off in lieu for each day worked.

4. ***Please note the current terms and conditions of this post are under review and the contract could change to an “All Hours Worked Contract” (working 42 hours per week over a 17 week period, again including evening and weekend working) with an enhanced salary but removing overtime.***

5. The position is a key-holder appointment and therefore, the successful applicant is required to live within 45 minutes commuting distance of Altcar Training Camp. Applicants must have a valid driving licence in order to drive the various vehicles held on the establishment.

6. The Quartermaster is Line Manager to 17 staff: 1 x E1 and 16 x Skill Zone grades (ranging from Zone 1- Zone 3). The Commandant is countersigning officer.

7. The salary for this Band D grade is £24,934 per annum. This is subject to any annual MOD pay rise. The successful applicant, if under 55 years old, will be eligible to join the CRFCA pension scheme which is a Career Average Revalued Earnings (CARE) Scheme. Free car parking facilities are provided at Altcar Training Camp.

8. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years’ service. Prior employment with the Armed Forces or another Government Department will count towards qualifying years’ service.

9. The successful candidate will be required to be Security Cleared (SC) and have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.

10. A job description and personal specification are attached to this vacancy notice.

11. If you wish to apply for this post, please send a current CV and a covering letter explaining why you are applying for this role to:

Human Resource Manager (CQM)

NW RFCA

Gladstone House

Altcar Training Camp

Liverpool

L38 8AF

Telephone: 0151 317 9504

Email: [nw-hr@rfca.mod.uk](mailto:nw-hr@rfca.mod.uk)

12. The closing date for applications is 1300 hrs on **Friday 9 March 2018**.

13. Interviews will be held at Altcar Training Camp on **Monday 19 March 2018**.

14. Further information concerning this appointment can be obtained from the current QM (Jim Ramsay) - [nw-altcarqm@rfca.mod.uk](mailto:nw-altcarqm@rfca.mod.uk) (0151 929 4947 or Mil: 94552 8083)

*Original signed*

Pamela Peers

HR Manager

For Chief Executive

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