



NW RFCA

THE NORTH WEST OF ENGLAND & THE ISLE OF MAN
RESERVE FORCES' & CADETS' ASSOCIATION

Mrs Pamela Peers JP
HR Manager

Gladstone House
Altcar Training Camp
Liverpool L38 8AF

Telephone: 0151 317 9504

Email: nw-hr@rfca.mod.uk

NW A/331

Distribution
See below

6 February 2019

Royal
Naval
Reserve

VACANCY – INFRASTRUCTURE ADMINISTRATIVE OFFICER – GLADSTONE HOUSE, ALT CAR TRAINING CAMP

Royal
Marines
Reserve

1. A full time vacancy has arisen for a permanent Crown Servant position (Grade E1) Administrative Officer working in the Infrastructure Department, based at Gladstone House, Altcar Training Camp, Hightown, Liverpool L38 8AF.

Army
Reserve

2. This position is a full time appointment working 37 hours per week (Monday – Friday). It will require the incumbent to work outside normal working hours and the occasional weekends/Public Holidays as directed/agreed by the Infrastructure Resource Manager. The working hours are:

Royal
Auxiliary
Air Force

- Monday – Thursday: 0830hrs – 1630hrs
- Friday: 0830hrs -1600hrs

Sea
Cadet
Corps

3. The Headquarters is due to relocate within the next 18 months; the appointment is not classed as a "Mobile Grade" but the incumbent would be expected to move with the Headquarters.

Army
Cadet
Force

4. There are free car parking facilities available at Altcar Training Camp.

Air
Training
Corps

5. The Infrastructure Department consists of the Head of Infrastructure (Grade C1), 1 x Infrastructure Resource Manager (Grade C2), 1 x Senior Surveyor (Grade C2), 1 x Surveyor (Grade D), 1 x Maintenance & Contracts Officer (Grade D), 1 x Tenancy and Lease Manager (Grade D), 3 x Admin Officers (Grade E1) and 1 x Industrial (Zone 2).

Combined
Cadet
Force

6. The salary is £19,911 per annum. This is subject to any annual MOD pay rise. The successful applicant will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARE).

7. 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.

8. The successful candidate will be required to have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.
9. A job description and personal specification are attached to this vacancy notice.
10. 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 (AO – Infra)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

Telephone: 0151 317 9504
Email: nw-hr@rfca.mod.uk

11. The closing date for applications is 1300 hrs on Friday 15 February 2019.
12. Interviews will be held at Gladstone House, Altcar Training Camp on Thursday 28 February 2019.

Original signed

Pamela Peers
HR Manager
For Chief Executive

Distribution:

NW RFCA
Altcar Training Camp
County HQ's
HQNW
Inskip CTC
RFCAs
CRFCA
SCC Area HQ
ATC Wings
AR Units (HQ Nort West Area)