

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

JOB DESCRIPTION

ADMINISTRATIVE OFFICER

Job Title: Infrastructure Logistics Assistant
Grade: Skill Zone 2 (SZ2)
Department: Infrastructure
Line Manager: Infrastructure Resource Manager (IRM) (Grade C2)
Counter Signing Officer: Head of Infrastructure (HOI) (Grade C1)

GENERAL

1. The Infrastructure Logistics Assistant (ILA) is a Crown Servant and a full-time civilian employee of the North West and Isle of Man Reserve Forces' and Cadets' Association (NW RFCA)

2. The breakdown of the Infrastructure Department consists of:

- 1 x Head of Infrastructure (Grade C1)
- 1 x Infrastructure Resource Manager (Dep Hd of Dept) (Grade C2)
- 1 x Senior Surveyor (Grade C2) *
- 1 x Maintenance & Contracts Officer (Grade D) *
- 1 x Surveyor (Grade D) *
- 1 x Tenancy & Lease Manager (Grade D) *
- 3 x Administrative Officers (Grade E1)
- 1 x Infrastructure Logistics Assistant (Skill Zone 2)

* = Infrastructure Technical Team

3. The ILA position is a full time appointment working 37 hours per week (Monday Friday). The working hours are:

- Monday - Thursday: 08.30 – 16.30 hrs
- Friday: 08.30 - 1600 hrs

The ILA is responsible to the Infrastructure Resource Manager (IRM) who is the Line Manager and to the Head of Infrastructure as the Countersigning Officer.

4. Must be prepared to act as a reserve Camp Operative 2 in Altcar Training Camp in exceptional circumstances, such as in emergencies. Any work for

Altcar Training Camp would be line managed by the Quartermaster, Altcar Training Camp. Tasks in relation to this role would be likely to include:

- a. Digging
- b. Help with tree felling/tree planting
- c. Trench/ditch maintenance
- d. General grounds maintenance
- e. Driving (including tractors and forklift trucks) depending on current licences and experience
- f. General labouring tasks, including the use of hand power-tools

5. The post holder is required to:

- a. Be physically fit and able to work unsupervised.
- b. Have or be prepared to attend training course to obtain Forklift License (FLT).
- c. Achieve a working knowledge of the Association computer systems within 8 weeks of appointment.
- d. Be able to fulfil the administrative functions of the role including the requirement to be competent with emailing and procurement via internet and other electronic means.

OVERALL PURPOSE OF THE JOB

6. The role has a wide-ranging and diverse range of duties, not all of which can be articulated in this document, but can be broadly categorised under General Duties, Vehicle Duties, Logistics Duties and Facilities Management Duties. The overall purpose is to provide support to the outputs, principally of the Infrastructure Department, but also to other departments of the Association.

PRINCIPLE TASKS AND RESPONSIBILITY

General Duties

7. With the agreement of the IRM, assist Association departments with various events including Lord Lieutenant's Awards Ceremonies, the Annual General Meeting, The President's Dinner and other public facing events, with support, including loading and unloading vehicles, driving, room preparation, setting-up and breaking-down of staging, displays, lighting and sound equipment.

Vehicle Duties

8. The vehicle duties include:

- a. Driving Association vehicles on officially designated duties including courier details for finance, HR, and legal document runs as tasked through IRM.
- b. Maintaining Association allocated and pool vehicles in a clean and serviceable condition.
- c. Driving the CE or DCE to official functions when required (will require

work to be undertaken outside core hours).

- d. Undertaking pick-ups and drop-offs of VIP or other key personnel and visitors as directed. This may also require work outside core hours.
- e. Maintain a complete record of all Association vehicles including those assigned to Altcar and the Army Cadet Force (ACF) counties. This will include all vehicle documents (eg V5C, MOT), servicing history, annual mileage records and insurance documents where applicable.
- f. Ensure Association vehicles held by HQ NW RFCA are maintained to a safe and legal standard including, but not limited to: servicing to at least manufacturers specified intervals, tyre-tread depth within legal limits, maintenance of vehicle safety packs with agreed contents.
- g. Managing all manufacturer recall programs where appropriate including liaising with ACF counties and Altcar Quartermaster for vehicles held remotely.
- h. Ensuring that the vehicle database is maintained and that current vehicles, acquisitions and disposals are advised to all interested external agencies including DVLA, ACDS Log Ops, RAC, insurance broker, merseyflow and the fuel card provider.
- i. Support to the vehicle replacement programme. Receipt of new vehicles from manufacturer/dealer; checking condition and accepting or rejecting in consultation with IRM; receipt of vehicles back from ACF counties or Association allocated users.
- j. Support to the vehicle disposal process. Engaging with auction dealers and 'the good causes' at the direction of the IRM.
- k. Vehicle servicing. Ensuring vehicle servicing for Association allocated users and pool cars is carried out in accordance with manufacturer's guidelines. Provide advice to IRM concerning performance of contractors associated with vehicle maintenance and servicing and recommendations for new/replacement companies.
- l. Issue and maintain monthly mileage record sheets and records of refuelling and passing to IRM for 10% monthly journey audit.
- m. Act as the initial point of contact for receipt of Notices of Intended Prosecution concerning Association vehicles which need to be responded to within a very limited timescale.
- n. Maintaining and first-line servicing of the HQ electric buggy including the charging and maintenance log. Act as lead for induction training or personnel before they are cleared to drive the buggy.
- o. Maintaining and first-line servicing of the NW RFCA owned bicycle fleet including liaison with Formby Cycles for their annual maintenance programme.

Duties – Logistics

- 9. The logistics duties include:

- a. Ensuring that essential consumable stocks are maintained for the Association. This includes janitorial and catering supplies and other ad-hoc items as required. This will require cash and credit card handling for which training will be provided.
- b. Managing and maintaining technical and vehicle items held in store including fire extinguishers and vehicle servicing and cleaning equipment.
- c. Ensuring that vehicle consumables including oil, screen wash, antifreeze, 'AdBlue' or other additive levels are maintained and a supply of disposables¹ for routine maintenance are available for users.
- d. Ensuring that toilets, showers and ablutions are kept supplied with adequate level of consumables. Liaise with Hestia cleaning contractors for any user supplied consumables that are provided eg toilet blocks.
- e. Ensuring that all items issued to personnel are accounted for and inventoried.

Duties – Facilities Management

10. At the direction of the Senior Building Surveyor, execute a program of visits to vacant and other properties to carry out perimeter checks, wind and weatherproof confirmation, building security, alarm testing and meter reading as appropriate

11. Manage the Utility Store in Alt House and the HQ store on the Romney mezzanine ensuring V&A cage, file store, archive and general storage areas are maintained in a satisfactory condition. This will involve extensive manual handling and working at height with heavy loads (this may require the use of a forklift truck). Assist other departments with maintaining their areas and manual handling of heavy loads, including at height.

12. Any other duties commensurate with the Grade SZ 2 as directed by the IRM or HOI.

SECURITY CLEARANCE

13. The ILA will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

HEALTH & SAFETY

14. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other relevant Regulations and Codes of Practice.

¹ Glass cleaner, cleaning cloths etc.

SECURITY

15. Comply with the Security Operating Procedures (SyOps) for the use of the (NW RFCA) Local Area Network (LAN) and MOD Wide Area Network (WAN) relating to both voice and data on IT Systems.

DATA PROTECTION

16. The ILA will comply with GDPR legislation.

PERFORMANCE AND DEVELOPMENT REPORTS (PDR)

17. The ILA will have their performance reviewed twice a year by their Line Manager who will be the 1RO for their annual Performance Development Reports (PDRs).

TRAINING

18. The ILA will undertake and complete compulsory training courses that the Association will pay for, for example induction training. All training that forms part of the PDR process is to be undertaken and completed, where possible (unless the course is over a number of years) within that reporting period.

PERSONAL ATTRIBUTES AND RESPONSIBILITIES

19. The post holder is required to:

- a. Achieve a working knowledge of the Associations computer systems and practical use of its MIS (Symphony and Cascade) within 4 weeks of appointment.
- b. Have a full, valid, car-driving license (B1) to be able to visit remote sites independently.
- c. Have good verbal and written communications skills for the production of reports and audits to a wide external audience.
- d. Cover the duties of other Infra Admin Officers (where practical) during periods of absence.
- e. Able to occasionally work outside normal business hours in support of site or unit visits, meetings with contractors, and other general driving duties.
- f. There may be the occasional requirement for lengthy travel and overnight stays for training or meetings across the NW Volunteer Estate.
- g. The ILA role involves routine physical work, often involving heavy lifting, including man-handling at height.

h. The ILM role requires the post-holder to frequently work unsupervised, away from their work-base.

Other Points:

This job description should be discussed/read with the line manager at each annual Performance Development Report (PDR) Review and updated as necessary.

This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

Signature of Line Manager:.....Date:.....

Name

Signature of Employee:..... Date:.....

Name

PERSON SPECIFICATION – INFRASTRUCTURE LOGISTICS ASSISTANT

Serial	Competency	Essential	Desirable	Evaluation
1.	Self-Starter, highly organized and a team player with the ability to work effectively without close supervision.	✓		A,I
2.	Able to demonstrate effective communication and interpersonal skills.	✓		A,I
3.	Demonstrate previous experience of managing and controlling stocks/stores work		✓	A, I
4.	Familiar with MS Office suite with the ability to learn and use bespoke Management Information Systems (MIS).	✓		A, I, P
5.	A flexible attitude to output driven work requirements.	✓		A, I
6.	Demonstrate experience of, and ability to carry-out routine administrative tasks.	✓		A, I,P
7.	Able to move heavy loads, and carry out physical work	✓		A, I
8.	Able to work at height, and in confined spaces.	✓		A, I
9.	Experienced in the use of hand and power tools.		✓	A, I
10.	Experience of purchasing, by telephone and internet.		✓	A,I

Must have a Full Driving Licence and be able to self-drive

Personal Qualities:

- Keen to advance individual skills and personal development
- Ability to prioritise tasks and time manage effectively
- A self-starter with high degree of flexibility and adaptability

- Excellent team-working ability

October 2021