

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

JOB DESCRIPTION

Job Title: Camp Operative 2

Grade: Skill Zone 2

Department: Altcar Training Camp

Line Manager: Quartermaster (QM) (Crown Servant - Grade D)

Countersigning Officer: Camp Commandant (Comdt) (Crown Servant - Grade C2)

GENERAL

1. Altcar Training Camp comprises Small Arms Ranges and four separate Training Areas for use by the Armed Forces and various cadet organisations. The camp covers 620 acres of land and 500 acres of beach. The camp has a capacity of 707 beds.
2. The Camp Operative 2 works both on the ranges (tasked by Range Control) and the main Camp (tasked by Camp Headquarters).
3. Altcar Training Camp staff are made up the following:
 - 1 x Camp Commandant (Crown Servant - Grade C2)
 - 1 x Quartermaster (Crown Servant - Grade D)
 - 1 x Range Liaison Officer (Crown Servant - Grade D)
 - 1 x Administrative Officer (Crown Servant - Grade E1)
 - 2 x Camp Operative 3 (Crown Servant – Skill Zone 3)
 - 13 x Camp Operative 2 (Crown Servant – Skill Zone 2)
4. Working Pattern: A rota will be provided by the Camp Commandant every 6 months. The Camp Operative 2 is required to work a set number of hours per week over a 7- day (Monday - Sunday) period. This will include working weekends and Bank/Privilege holidays. When working at the weekend the Camp Operative 2 will receive an additional payment of “unsociable working payment” at plain time rate for each hour worked. When working on a Bank/Privilege Holiday the Camp Operative 2 will receive an additional payment of “unsocial working payment” at double time rate for each hour worked.
5. If working at a weekend, the 2 days off will be rostered for the following Monday and Tuesday immediately following the “worked” weekend. Where a weekend is rostered, the Camp Operative 2 will work for a straight 7- day period.

6. Any time worked over contracted hours per day will be paid at the overtime rate as stated in the RFCA Staff Regulations 2019 (i.e. Monday to Friday overtime at time and a half and double time at the weekend or Bank/Privilege Holiday).

7. The working hours are:

- Monday – Thursday: 0800 hours – 1600 hours
- Friday: 0800 hours – 1530 hours
- Saturday & Sunday: 0800 hours – 1600 hours

KEY TASKS AND RESPONSIBILITIES

8. The Camp Operative 2 key task and responsibilities include:

- a. Driving and operating a range of vehicles: e.g. 4x4 (various), tractors, grass cutting machines and fork lift trucks. A minimum of a car licence (B) is required.
- b. The maintenance of the Altcar Training Camp vehicles and equipment e.g. water and oil levels, tyre pressures, lights and batteries.
- c. Access control to the armoury and ammunition compound ensuring that they are compliant and are within current MOD regulations.
- d. Carrying out checks of all fire equipment throughout Altcar Training Camp.
- e. Carrying out general site maintenance e.g. the removal of rubbish.
- f. General repairs to Estate property (within H& S regulations) e.g. fixing of signage, doors, and windows.
- g. The care and maintenance of roads, tracks and verges e.g. the removal of weeds, painting of road markings and strimming.
- h. The care and maintenance of grassed areas including copses and tree lined areas e.g. cutting, felling and ditches. Planting trees and ensuring the upkeep of the Estate woodlands.
- i. Repairs to site infrastructure e.g. fences and signs.
- j. Painting including low/high level works e.g. building's interior and exterior, bollards, bridges, various metalwork and woodwork.
- k. The movement of stores and equipment around the Altcar Training Camp.
- l. The manual accounting of all laundry bedding packs e.g. issue and receipts to/from units.
- m. Being responsible for the handover/takeover of accommodation, classrooms and other site assets paying particular attention to keys,

accommodation stores, damages and cleanliness of buildings and report such findings to the Altcar Training Camp Headquarters.

n. The maintenance of the ranges and training areas e.g. identifying faults and repairing within their capability.

o. A basic understanding of minor domestic electrical appliances e.g. change of plugs, fuses, light bulbs, strip-lights.

p. The manufacture, repair and servicing of targetry and equipment.

9. The role requires the Camp Operative 2 to carry out a range of manual tasks often in extreme weather conditions and under difficult working conditions, such as:

a. Working at heights up to 40 feet using appropriate equipment e.g. step ladders, elevation equipment (Mobile Elevated Working Platform - Cherry Picker) and scaffolding.

b. The manual operation of electrical and mechanical equipment e.g. power tools, drills, grinders, abrasive wheel, chain saws etc.

c. Lifting and moving heavy items e.g. bags of sand, concrete, furniture, rubbish and debris on and off trailers.

d. Being able to manually dig using spades, sledge hammer, picks and associated tools.

e. Working in small, confined spaces e.g. climbing in and out of drains and carrying out repairs inside buildings/huts/other structures.

f. Accessing by foot all parts of Altcar Training Camp e.g. range, training areas and beach.

10. The Camp Operative 2 must be prepared to take on reasonable tasks commensurate to their grade, abilities and qualifications.

11. The Camp Operative 2 will undertake the required training in order to undertake the tasks listed above. All training costs will be paid for by NW RFCA. This will require the Camp Operative 2 to undertake the following mandatory courses within their probationary period (12 months) as follows:

a. Basic and advance Tractor course (3 x days for each course).

b. Fork Lift Truck course (3 x day course).

c. Firearms and Ammunition Security course (1 x day course).

d. Quad Bike course (1 x day course).

e. Bandsaw course e.g. use of power saws (1 x day course).

12. In addition, the Camp Operative 2 may be required to undertake other courses in order to undertake their appointment such as:

- a. Mobile Elevated Working Platform e.g. Cherry Picker (2 x day course).
- b. Tree Surgery e.g. chain saw – basic and advance course (1x day & 5 day course respectively).
- c. Mole Catching (1 x day course).
- d. Pesticide Spraying Course (1 x day course).
- e. Abrasive Wheel Course e.g. Hand held grinders (1 x day course).

13. The Camp Operative 2 must know and understand their responsibilities under current Health and Safety legislation. The Camp Operative 2 is to be aware that Health and Safety is the responsibility of all employees and that they should ensure that their working area complies with statutory requirements in accordance with current Health & Safety legislation.

14. Additional requirements:

- a. This job description should be read and discussed with the line manager each year during the annual Performance Development Report (PDR) process.
- b. This job description may be reviewed in the light of changes during the period of appointment and on change of incumbent.

HEALTH & SAFETY

15. The SZ2 must develop and maintain a working knowledge of the relevant areas of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant Regulations and Codes of Practice.

SECURITY

16. The SZ2 must 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.

17. The SZ2 will be required to undergo Security Clearance (SC), and undertake an Enhanced Disclosure and Barring Service (DBS) check.

DATA PROTECTION

18. The SZ2 will comply with all current GDPR legislation with guidance from the post.

ADDITIONAL REQUIREMENTS

19. The job holder is required to comply with the RFCAs Code of Conduct and is to avoid any behavior which discriminates against colleagues, potential employees or contractors on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion or disability.

20. The post holder must have a valid Class B driving licence and be able to self-drive.
21. This job description should be discussed/read with the line manager at each annual PDR review and updated as necessary.
22. The job description may be reviewed in light of changes during the period of appointment.

PERSON SPECIFICATION – CAMP OPERATIVE 2

Serial	Competence	Essential	Desirable	Evaluation
1	Must have experience of manual lifting, labouring and heavy physical work in arduous outdoor environments.	x		A/I
2	Must be experienced in carrying out basic handyman type task such as painting, fixing fences or hanging doors.	x		A/I
3	Must be experienced in working with basic electric circuitry.	x		A/I
4	Must have basic experience in general vehicle maintenance (eg oil and water changing).	x		A/I
5	Must have experience of working in confined spaces or at height up to 40 feet	x		A/I
6	Experience of working as part of a team; or long working with minimal supervision	x		A/I
7	Must be able to use ground maintenance equipment, chain saw, power tools or herbicides.		x	A/I
8	Must hold a valid driving licence to Cat B (Car licence)	x		A/I
9	Must be able to work at least a mile over rough terrain (sand dunes)		x	A/I
10	Must be able to attend residential training course (sometimes over the weekend)	x		A/I

A - Application, I – Interview

In addition:

- Job holders must be capable of:
 - Working at height (up to 40 feet)
 - Working in small confined spaces
 - Walking up to a mile over undulating, rough ground, including loose sand dunes
 - Lifting and carrying heavy weights by hand

- Using dangerous grounds maintenance equipment following training, including chain saws, and herbicides
- Able to attend residential courses away from home

Line Manager:

Signature of Line Manager:

Date signed:

Name of Employee:

Signature of Employee:

Date signed:

As at 5 April 2022