

**RESERVE FORCES' AND CADETS' ASSOCIATION
FOR THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN (NW RFCA)**

JOB DESCRIPTION

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| Job Title: | Camp Operative 3 |
| Pay Band: | Skill Zone 3 (SZ3) |
| Department: | Altcar Training Camp |
| Line Manager: | Quartermaster (QM): Crown Servant - Grade EO/D |
| Countersigning Officer: | Commandant Altcar Training Camp – (Comdt): Crown Servant - Grade HEO/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. Altcar Training Camp staff are made up the following:

- a. 1 x Camp Commandant (Crown Servant - Grade HEO/C2)
- b. 1 x Quartermaster (Crown Servant - Grade EO/D)
- c. 1 x Range Liaison Officer (Crown Servant - Grade EO/D)
- d. 1 x Administrative Officer (Crown Servant - Grade AO/E1)
- e. 3 x Camp Operative 3 (Crown Servant – Skill Zone 3)
- f. 12 x Camp Operative 2 (Crown Servant – Skill Zone 2)

2. A requirement of this role is that Camp Operative 3s, will be expected to rotate between working in the Camp HQ or in Range Control. This will only occur when all Camp Operative 3's are Range Safety Officer Qualified.

3. The Camp Operative 3 appointment is responsible to the Quartermaster (QM) and Range Liaison Officer (RLO) for the supervision of the Camp Operative 2s.

4. The Camp Operative 3 appointment is responsible to the Quartermaster (QM) and Range Liaison Officer (RLO) for the supervision of all Camp Operative's 2. This appointment requires the individual to deputise for the QM/RLO as required during periods of illness, holidays, and other extractions/absences.

5. The Camp Operative 3 is to have basic computer literacy and a working knowledge of Word, Excel and email systems.

WORKING PATTERN

6. The Camp Operative 3 is required to work 37 hours per week over a 7 day (Monday-Sunday) period. The working pattern is to be decided in consultation with the Camp Operative 3s Line Manager (Quartermaster) and RLO.

7. A rota will be provided by the Line Manager. The Camp Operative 3 is required to work on average one weekend in three. The Camp Operative 3 could be required to work concurrently weekend on/weekend off (i.e. to cover for sickness, leave, courses or in exceptional circumstances (manning requirement) as agreed by the Line Manager).

8. The Camp Operative 3 is entitled to 2 x days of for each 7- day period worked. These 2 x days off are to be taken in consultation with the Camp Operative's 3 Line Manager and RLO. This will ensure manning cover. The 2 x days off must be taken within the following 10-day period (2 weeks).

9. Working hours:

- a. Monday – Thursday: 0800 hours – 1600 hours
- b. Friday: 0800 hours – 1530 hours
- c. Saturday & Sunday: 0800 hours – 1600 hours

10. Occasionally, there will be a requirement to cover night shooting activity over and above the said hours for which remuneration is applicable as per RFCA Staff Regulations 2019.

11. Additional payment/overtime:

- a. Where the Camp Operative 3 is required to work a weekend, NW RFCA will pay an “unsociable working payment” of plain time rate for each hour worked.
- b. Where the Camp Operative 3 is rostered to work on a Bank/Privilege Holiday an “unsocial working payment” will be at the rate of double time.
- c. If the Camp Operative 3 works on a non-rostered weekend (i.e. to cover for sickness, leave, courses or in exceptional circumstances (manning requirement) as agreed by the Line Manager), they will be paid overtime at double time rate as stated in the RFCA Staff Regulations 2019.
- d. Any time worked over contracted hours per day will be paid at the overtime rate stated in the RFCA Staff Regulations 2019.
- e. TOIL can be taking with the agreement of the Line Manager as stated in the RFCA Staff Regulations 2019.
- f. In exceptional circumstances, the Camp Operative 3 may, with the Camp Commandants and Line Managers agreement, be able to exchange days/weekend within the rota. This must requested and agreed between all parties giving 4 weeks’ notice in advance.

KEY TASKS AND RESPONSIBILITIES

12. Camp HQ Duties include:

- a. Supervising the Camp Operative 2 staff allocated to tasks for that day.
- b. Access control and management of alarm systems for the armoury and ammunition compound ensuring that they are compliant and are within current MOD regulations.
- c. Carrying out weekly checks of fire arms and ancillaries held in safe custody.
- d. Co-ordinating/plotting/allocating site facilities and supervising the handover and takeover of accommodation and other site assets paying particular attention to keys, accommodation stores, damages and cleanliness of buildings and report such findings to the Quartermaster. This includes liaising with permanent site lodger units.
- d. Supervise the control of all laundry and bedding received from the cleaning contractor and ensuring the issuing and collection to the units using Altcar Training Camp is carried out effectively.
- e. Driving and operating a range of vehicles: e.g. 4x4 (e.g. snow and ice plough, road sweeper, gritter, vehicle recovery, quad bikes), tractors, “ride on” grass cutting machines and fork lift trucks. A number of these vehicles require the towing of trailers. A minimum of a car licence (B) is required.
- f. The daily management, allocation and checking of vehicles ensuring maintenance of the Altcar vehicles and equipment e.g. water and oil levels, tyre pressures, lights and batteries. Responsible for ensuring vehicle first and last parade checks are carried out and reporting and recording of any faults or damage to equipment.
- g. Supervising the correct operation and maintenance of all vehicles, equipment, apparatus and tools.
- h. Being familiar with MODs regulations appertaining to the control of stores to the Camp Operatives and site users. General stores management and security ensuring accountability at all times. Safe and compliant storage to be maintained by applying inventory management processes.
- i. Carrying out monthly checks of all fire equipment – fire extinguisher equipment (c211) throughout Altcar Training Camp. This takes one member of staff two full days each month.
- j. General repairs to all Estate property (within H& S regulations – real life support side and range and training areas (600 acres)). This includes fixing of fencing (wooden and wire), signage, handles, locks on doors, and

windows. Replacement of lightbulbs and strip lightbulbs as required. Unblocking of toilets/replacing toilet seats, toilet roll holders.

k. Dealing with Contractors and Suppliers to site (4C's standards) and assisting where appropriate.

l. To ensure all hedges and grassed areas are maintained to an acceptable standard.

m. Fault resolution or reporting as applicable.

n. Ensure 6 monthly key rotation is applied and recorded.

13. Range Control duties include:

a. As directed by the Range Liaison Officer (RLO), co-ordinate the efficient running, operation and upkeep of the range and training area complex. As required, undertake the day to day running of Range Control.

b. Be conversant with all aspects of range work and operation to include:

- Range practices
- Safety, danger areas and templates
- Use of manual and electric Ranges

d. Co-ordinating the manufacture, repair and servicing of all targets and equipment. Be able to undertake the fitting of target veneers including the handling of target mechanisms, and the greasing of range equipment. This includes all 13 ranges with a total of 209 range target lanes.

e. Supervising the maintenance of butts, revetments, ditches, mantlets and firing points as directed by the RLO.

f. Driving and operating a range of vehicles: e.g. 4x4 (e.g. snow and ice plough, road sweeper, gritter, vehicle recovery, quad bikes), tractors, "ride on" grass cutting machines and fork lift trucks. A number of these vehicles require the towing of trailers. A minimum of a car licence (B) is required.

g. The management/allocation and maintenance of the Altcar Training Camp vehicles and equipment e.g. water and oil levels, tyre pressures, lights and batteries as listed above – first and last parade.

h. Supervising the maintenance of all vehicles, equipment/attachments (tractors kit). Inventory management of all whole site stores.

i. Supervising the Camp Operative 2 staff allocated to tasks for that day ensuring allocation is within skillsets and capability.

14. Additional Tasks: The Camp Operative 3 must be prepared to take on any other task commensurate to their grade, abilities, and qualifications.

REQUIREMENTS FOR BOTH ROLES – CAMP HQ AND RANGE CONTROL

15. The role requires the Camp Operative 3 to be fully qualified in RMQ or hold a nationally recognised civilian equivalent. The range aspects of the role requires the incumbent to attend the range and field craft area safety update conference at least once every 2 years. In addition 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 culverts 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.
- g. Have basic computer literacy and a working knowledge of Word, Excel and email systems.
- h. Any other duties commensurate with the Grade Skill Zone 3 as directed by the Camp Commandant or Line Manager. Must also be prepared to take on SZ2 outputs if required in order to service customer and site needs.

SECURITY CLEARANCE

16. The Camp Operative 3 will be required to undergo Security Clearance (SC) and undertake an Enhanced Disclosure and Barring Service (DBS) check.

HEALTH & SAFETY

17. The Camp Operative 3 must know and understand their responsibilities under current Health and Safety legislation. The Camp Operative 3 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.

SECURITY

18. 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

19. The Camp Operative 3 will comply with GDPR legislation.

PERFORMANCE AND DEVELOPMENT REPORTS (PDR)

20. The Camp Operative 3 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

21. The Camp Operative 3 will undertake the requisite 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 3 to undertake the following mandatory courses within their probationary period (6 months) as follows:

- a. MOD Range Safety Officers Course (2 weeks residential). NW RFCA would hope to place the Camp Operative 3 on this course within their probationary period (6 months).
- b. Basic and advance Tractor course (3 x days for each course).
- c. Fork Lift Truck course (3 x day course).
- d. Firearms and Ammunition Security course (1 x day course).
- e. Bandsaw course e.g. use of power saws (1 x day course).
- f. Mobile Elevated Working Platform e.g. Cherry Picker (2 x day course).
- g. Pesticide Spraying Course (1 x day course).
- h. Quad Bike course (1 x day course).

22. In addition, must complete the following in house training courses:

- a. Induction

b. Cascade HR MIS

c. H&S

PERSONAL ATTRIBUTES AND RESPONSIBILITIES

23. The post holder is required to:

a. Achieve a working knowledge of the Associations computer systems and practical use of its MIS 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.

d. Cover the duties of other Skill Zone 3's (where practical) during periods of absence.

e. There may be the occasional requirement for travel and overnight stays for training across the NW Volunteer Estate.

24. Other Points:

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

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

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PERSON SPECIFICATION – CAMP OPERATIVE 3

| Criteria | Standard | Requirement | Measured By |
|------------------------|--|-------------|-------------|
| Qualification | RMQ 1 – 3 qualified or nationally recognised civilian equivalent. | E | A/I |
| Work Experience | Provide evidence of any small arms range safety | E | A/I |
| | Experience of supervisory roles where you have supervised junior members of staff | E | A/I |
| | Experience of work pattern flexibility (including weekend working, OT and rota systems) | E | A/I |
| | Experience of working previous manual jobs of a broadly similar nature | E | A/I |
| | Demonstrate what previous experience you have running a military range | E | A/I |
| | Previous experience of working effectively, alone, and with minimal supervision in previous roles | E | A/I |
| Knowledge | Knowledge of military publications associated with running a military range | E | A/I |
| | Knowledge of vehicle maintenance, such as changing the oil and water, monitoring tyre pressure | D | A/I |
| | Knowledge and experience of dealing with accidents on a military range | E | A/I |
| | Demonstrate where you have experience of manual lifting, labouring, and heavy physical work, in arduous outdoor environments | E | A/I |
| Skills | Previous experience of using Microsoft Office Package, i.e. Word, Excel and PowerPoint | E | A/I |
| | Previous experience of driving various vehicles, cars, tractors, 4 x 4. | E | A/I |
| | Experience of manual lifting, labouring, and heavy physical work, in arduous outdoor environments | E | A/I |
| | Provide examples of effective team working in previous roles | E | A/I |

Key *

Requirement: E = Essential, D = Desirable

Measured By: A = Application Form, I = Interview, R = References

In addition:

- a. Must have a valid driving licence (cat B)
- b. Seek clarification that the applicant has no concerns with:
 1. Working at height (up to 40 feet)
 2. Working in small confined spaces
 3. Walking up to a mile over undulating, rough ground, including loose sand dunes
 4. Lifting and carrying heavy weights by hand
 5. Using dangerous grounds maintenance equipment following training, including chain saws, and herbicides

Name of Line Manager:

Name of Employee:

Signature of Line Manager:

Signature of Employee:

Date signed:

Date signed:

As at 28 February 2025