

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

JOB DESCRIPTION

Job Title: Senior Camp Operative

Pay Band: Zone 3 Crown Servant

Department: Altcar Training Camp

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

Countersigning Officer: Commandant Altcar Training Camp (Grade C2 Crown Servant)

GENERAL

1. The Senior Camp Operative will work across two elements of Altcar Training Camp:
 - Altcar Range complex side – ranges and training areas
 - Altcar Training Camp Real Life support side – accommodation, offices, welfare facilities, ablutions and various headquarters
2. When working on the ranges the post holder will be responsible to the Range Liaison Officer (RLO) – Band D Crown Servant. When working in support of Altcar Training Camp real life support the post holder will be responsible to the Altcar Camp Quartermaster (QM) – Band D Crown Servant and will be responsible for the supervision of up to 13 industrial staff (Skillzone 1 and Skillzone 2). This appointment will also require the individual from time to time to deputise for the RLO/QM during periods of illness, holidays and other absences.
3. The incumbent must be prepared to work weekends and bank holidays. The weekly working pattern for the appointment is any 5 days in 7 over the 7 day week. If working overtime during the weekend, it is paid at plain time rate with a day of in lieu.
4. The post holder must be able to drive all vehicles including Camp and Range safety vehicles, tractors and fork lift trucks – training can be given for the latter.
5. The Altcar team is made up of the following:
 - 1 x Camp Commandant (Grade C2)
 - 1 x Quartermaster (Grade D)
 - 1 x Range Liaison Officer (Grade D)
 - 1 x Admin Officer (Grade E1)
 - 2 x Zone 3
 - 8 x Zone 2
 - 5 x Zone 1
6. Before the post holder is confirmed in appointment they must have or attend and pass the Range Safety Officers (RSO) course. This is a one week course at Sennybridge Training Area (SENTA) in Wales. The post holder will have one attempt to pass the course, if the course is not passed the employment will be terminated.

Range Duties:

7. Co-ordinate the efficient running, operation and upkeep of all ranges using MOD Range Action Safety Plans and Range Danger Area traces as necessary.
8. Maintain an up to date knowledge on all aspects of range work to include:
 - Range practices.
 - Safety, danger areas and templates.
 - Use of electric range including SARTS.
9. Co-ordinate the manufacture, repair and servicing of all targets and equipment and the fitting of target veneers. Responsible for the man handling of target mechanisms, and the management of this equipment sufficient to maintain all items in a working and serviceable condition.
10. Be responsible for the replacement of range targets when required, ensuring all equipment is maintained in a working and serviceable condition.
11. Supervise the maintenance of range butts, revetments and firing points under direction of the Range Liaison Officer (RLO).

Camp Duties:

12. Co-ordinate and supervise Zone 1 and Zone 2 industrial staff and be responsible for issuing daily duties.
13. Ensure familiarity with the requirements of ammunition storage and be fully conversant with JSP 445, ammunition explosives regulations. Note that the site manages ammunition as custodian.
14. Take responsibility for the control of the armoury, ensuring all current legislation laid down by MI Sect and Camp Standing Orders is adhered to.
15. Carry out a weekly check by registered number of weapons held in safe custody, including the Camp shotguns.
16. Co-ordinate and supervise the 'march in and 'march out' of accommodation, paying particular attention to keys, accommodation stores, damages and cleanliness of buildings. Report any damage to the QM.
17. Supervise the control – issue & receipt of all laundry and bedding.
18. Ensure the maintenance of all vehicles, equipment, apparatus and stores allocated. Note that any training required will be provided.
19. Ensure weekly checks of all fire equipment are carried out throughout the training camp in accordance with the Camp Fire Register. Report any deficiencies or damaged equipment.
20. Ensure that a high standard of cleanliness is maintained across the Training Camp.
21. Supervise repairs to fences and signs.
22. Supervise the maintenance of all grassed areas, including cutting and ditching. Ensure all vehicles and machinery is cleaned and maintained on completion.
23. Co-ordinate painting projects as directed by Line Managers.

- 24. Co-ordinate the movement of stores and equipment around the Altcar site.
- 25. Supervise any tree planting and ensure the upkeep of the sites woodland areas.
- 26. Ensure that any minor repairs to camp property is carried out safely and in accordance with safety protocols.
- 27. Supervise any cleaning of roads and verges.

Other Features:

- Knowledge and understanding of responsibilities under current Health and Safety Legislation.
- Must be prepared to carry out any other duty on the estate that is within the grade of Zone 3 as directed by Commandant, QM or RLO.
- Must be familiar with material regulations relating to stores and the control of stores for issuing to workforce/customers.
- Should have had experience of dealing with contractors.
- This job description should be read and discussed with the line manager each year during the annual Performance Development Report (PDR) process.
- 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: Mr P McGlashan

Signature of post holder

.....

Date

Name:

PERSON SPECIFICATION – ZONE 3

Serial	Competence	Essential	Desirable	Evaluation
1	The candidate should have supervisory experience and be able to evidence the application of interpersonal skills	√		
2	The appointment requires someone who can apply a flexible approach to the working day with a requirement to work some weekends and bank holidays	√		
3	Must have a valid driving licence and be prepared to undertake in house training on other types of vehicles (tractors, grass cutters etc)	√		
4	Must have a current and reasonable understanding of the relevant H & S regulations		√	
5	Must be IT literate with an ability to use simple word/excel document and respond to emails	√		
6	Should be able to demonstrate leadership skills with an ability to mobilize resources, manage conflict , check and supervise work output and standards	√		
7	The candidate must have a Range Safety Officers' (RSO) qualification or be prepared to attend the course in order to qualify for the Zone 3 post	√		
8	The position requires either a Suitably qualified and Experience Person (SQEP) or someone who can demonstrate they have a broad knowledge of range activities.		√	
9	Suitable candidates must be able to demonstrate knowledge of safe range operations and maintenance, hazards, template restrictions, best practice procedures on MoD ranges	√		
10	The candidate needs to demonstrate they have an understanding of how best to apply efficient and safe use of facilities		√	

Personal Qualities:

- Keen to advance individual skills and personal development.
- Ability to priorities tasks and time manage effectively with recognition of where influence and authority lies and its impact on account activity.
- A self-starter with high degree of flexibility and adaptability. Excellent team-working ability.
- An inquiring mind with an organised approach to engagement and information management and good attention to detail.

Date: 27 February 2019



NW RFCA

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

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/HR/VACANCIES

See Distribution

28 March 2019

Royal
Naval
Reserve

VACANCY NOTICE – SENIOR CAMP OPERATIVE (ZONE 3) – ALT CAR TRAINING CAMP

Royal
Marines
Reserve

1. We have two full time vacancies for Senior Camp Operatives (Zone 3) with immediate starts dates (this is negotiable).

Army
Reserve

2. Both are permanent Crown Servant positions based at Altcar Training Camp, Hightown, Liverpool, L38 7JD.

Royal
Auxiliary
Air Force

3. Both positions are full time appointments working 37 hours per week, working any 5 days in 7 (this includes working in the evening, weekends and Public Holidays). Overtime will be paid at plain rate with a day of in lieu (to be taken with agreement of line manager).

Sea
Cadet
Corps

4. As part of the conditions of employment the incumbent must have either passed or must attend and pass the Range Safety Officers course before they can be confirmed in appointment. The successful candidates will have one attempt to complete and pass the Range Safety Officers course, which is a 5 days course. The candidate selected to start immediately will attend the course on 13-17 May 2019, being held in Sennybridge Training Area, Sennyridge, Brecon, Powys, LD3 8PN. The candidate selected to start in October, a date for the course has not been confirmed yet. The cost of attending this course will be met by NW RFCA. Time off will be given to attend the course during the working week. If the course is not passed the employment will be terminated.

Army
Cadet
Force

Air
Training
Corps

Combined
Cadet
Force

5. Altcar Training Camp consists of the Camp Commandant (Grade C2) 1 x Quartermaster (Grade D), 1 x Range Liaison Officer (Grade D), 1 x Admin Officer (Grade E1), 2 x Zone 3s, 8 x Zone 2s and 5 x Zone 1s.

6. The salary for these posts is £19,531 per annum. This is subject to an 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). As part of the package, we offer a generous annual leave allowance plus a day off for your birthday, free car parking and free use of a military gym on site.

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 offer of employment will be conditional on the following:

- Confirmation of the right to work in the UK.
- Completion of a medical assessment which may include a full medical examination by a qualified medical practitioner appointed and paid by the Association
- Satisfactory references
- Successful completion of the Baseline Personal Security Standards check and an Enhanced Disclosure check from the Disclosure and Barring Service (DBS)

9. There is a 12 month probationary period which is signed off by the line manager following successful monthly reviews between post holder and line manager.

10. A job description and personal specification are attached to this vacancy notice together with a breakdown of the Range Safety Officers course criteria.

11. You are strongly encouraged to visit Altcar Training Camp to discuss this position with the Commandant before the closing date.

12. If you wish to apply for this post, you should send a covering letter of no more than two sides of A4 along with a current CV. Please focus in your covering letter on why you feel you have the key skills and experience to meet the Personal Specification. We strongly recommend that you provide evidence of how your knowledge, skills, experience and personal attributes either in work or elsewhere qualify you to undertake the duties and responsibilities set out in the Job Description and Personal Specification. Please send your application to:

Human Resource Manager (Zone 3)
NW RFCA
Gladstone House
Altcar Training Camp
Liverpool
L38 8AF

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

13. The closing date for applications is 1300 hrs on **Monday 22 April 2019**.

14. Interviews will be held at Altcar Training Camp Headquarters on **Friday 10 May 2019**.

15. Further information concerning this appointment can be obtained from Lt Col Gordon Black, Commandant, Altcar Training Camp – nw-altcarcomdt@rfca.mod.uk or Mil 94552 8023, Civ 0151 929 2601.

Original signed

Pamela Peers
HR Manager
For Chief Executive

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