



RACT POLICY STATEMENT

**Office of the Deputy Head of Corps
Royal Australian Corps of Transport
Headquarters Army School of Transport
Tobruk Barracks
PUCKAPUNYAL VIC 3662**

April 2020

STATEMENT NO 44

THE RACT TRADE MENTORS AND ADVISORS

This Policy Statement to be reviewed by:

Apr 2025

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.

A handwritten signature in black ink, appearing to read 'JK Walk'.

**JK WALK
Brigadier
Head of Corps
Royal Australian Corps of Transport**

AMENDMENT

RACT Policy Statement No 44 dated

April 2020

DISTRIBUTION

RACT Policy Statements are available on the RACT website at www.ract.org.au or by contacting the RACT Head of Corps Cell ract.hoccell@defence.gov.au

RACT POLICY STATEMENT NO 44**THE RACT SENIOR TRADE MENTORS AND SUBJECT MATTER ADVISORS****Reference:**

- A. CASAC submission 24/09 dated 08 Oct 09

INTRODUCTION

1. The role of Head of Corps (HOC), as determined by reference A, is to represent the Corps as the senior adviser for Corps capability and heritage. In order to provide technical and higher level Corps strategic input, the Corps has implemented a Senior Trade Mentor (STM) and Subject Matter Advisor (SMA) management system. These personnel assist the HOC by providing technical and specialist capability advice on relevant trade issues and identifying opportunities for their specific trade.
2. The appointment of a senior Warrant Officer Class 1 (WO1) as a RACT SMA is unique to Trade Specialists within the Corps. In addition to providing advice regarding implementation of new capability, the HOC utilises SMA expertise to assist in doctrine review, trade governance, improve technical competency, and to address recruiting and retention issues within their trade
3. To support the RACT SMA and to provide a link to the HOC, particularly with strategic input to the new Capabilities and projects that are affecting the Corps, RACT STMs at the LTCOL rank for each trade have been created. This inclusion will assist the DHOC in the provision of current trade review policy, doctrine and to improve trade management across the Corps.

AIM

4. The aim of this CPS is to detail the role, responsibilities and method of appointing RACT STMs and RACT SMAs.

ROLE

5. The role of the RACT STM and RACT SMA is to provide direction and act as the key representatives of their trade, with particular emphasis placed upon subject trade mastery and input to the development and introduction of new capability.

RESPONSIBILITIES

6. The responsibilities of the RACT STM and a RACT SMA include:
 - a. present key issues affecting their trade to the Head of Corps (HOC) RACT, RACT Conference, RACT Seminar and RACT Corps Capability Committee
 - b. actively improve trade governance
 - c. improve the technical trade competency of RACT soldiers posted to the trade
 - d. improve Army capability as it pertains to the trade
 - e. mentor within their trade

- f. promote RACT and their trade throughout the Army
 - g. attend Subject Matter Expert Working Groups (SMEWGs) affecting their trade
 - h. provide assistance to EC & TD ALTC in the presentation of their trade to Employment Category Review Committee (ECRC) and Defence Force Remuneration Tribunal (DFRT)
 - i. encourage the compilation and collection of history of their trade and provide an annual report based upon the AUHR for their trade
 - j. provide direct support during re-writes/submissions of doctrine and trade related matters
 - k. recruiting and retention
 - l. provide an annual article on their trade for the *Australian Army Transport Journal*.
7. In addition, specific responsibilities for the STM are to:
- a. develop a professional relationship with their relevant trade group, particularly the SMA, in order to give members the opportunity to share their experiences and offer recommendations to grow and develop their trade
 - b. receive guidance and advice on specific trade challenges, including development of specific strategies and policies which both address and advance potential solutions to these challenges
 - c. advise the HOC on opportunities for their trade
 - d. assist the HOC to explore issues, test new ideas and opportunities for their trade and offer challenging discussions and fresh perspective
 - e. attend RACT Committee meetings to advise the HOC
8. RACT Advisors are authorised to communicate directly with DHOC RACT on matters affecting their trade. The RACT HOC Cell is to provide assistance and support to the Advisors on behalf of HOC RACT. The RACT HOC Cell is to provide funds for travel on an as required basis to assist the Advisors in the conduct of their duties.

ENTITLEMENT

9. One current serving ARA LTCOL and one current serving ARA RACT WO1 are to be appointed as STMs or SMAs respectively for each standing RACT Trade. This may be varied with the approval of the HOC RACT. The DHOC is precluded from holding the appointment of a STM. Corps RSMs are precluded from holding the appointment of a SMA. Each of the following RACT trades/functions are entitled to have a STM and a SMA:

- a. ECN 035 Operator Movements
- b. ECN 274 Driver Specialist
- c. ECN 099 Aerial Delivery
- d. ECN 171 Cargo Specialist

- e. ECN 218 Marine Specialist
- f. Postal Operator Postal.

10. HOC RACT may elect to reserve the appointment of an Advisor for a trade, if a suitable candidate is not available.

APPOINTMENT AS AN ADVISOR

Method

11. RACT Mentors and Advisors are appointed by the RACT HOC through a Mentors and Advisors Selection Committee (MASC). The MASC will sit on an as required basis and consists of the HOC RACT, DHOC and Corps RSM RACT for SMAs and HOC and DHOC for STMs. The DHOC is to present for consideration by MASC a list of suitable candidates for each trade with an outline of their service against the selection criteria at paragraph 13.

12. A STM or SMA will retain the appointment for two years with an option to extend in consultation with HOC. A STM or SMA can request their appointment be terminated. Alternatively, a STM or SMA may be required to relinquish their appointment for the following reasons:

- a. they elect to separate from Service or their trade
- b. they are unable to discharge their responsibilities
- c. they are posted overseas with a tenure of more than 12 months
- d. they are appointed as an RSM or DHOC
- e. their actions are deemed by HOC RACT to be contrary to Army and RACT values and ethos.

Selection Criteria

13. In selecting a STM or SMA, the MASC will consider candidates based on:

- a. merit and performance as determined by HOC
- b. a demonstrated capacity to promote RACT and their trade throughout the Army
- c. demonstrated trade governance, trade technical and subject mastery
- d. an ongoing commitment to serve Army and RACT.

Administration of Advisors

14. Details of all administration is listed in annex A.

ADVISORS PARCHMENT

Parchment

15. On appointment, each SMA will be presented with a parchment, an example of which is in annex B.

Presentation

16. The presentation of the Parchment will normally be undertaken by the HOC, preferably at the RACT Corps Conference.

Annexes:

- A. Standing Operating Procedure for Administration of Mentors and Advisors
- B. RACT Advisors Parchment

**STANDING OPERATING PROCEDURE
FOR ADMINISTRATION OF MENTORS AND ADVISORS**

General

1. This SOP details the process required to administer Mentors and Advisors once selected by HOC.

Upon Initial Appointment

2. **Acceptance.** As a result of the MASC, the DHOC is to approach the Mentor/Advisor and advise them of their selection, seeking their acceptance. A letter from the HOC is to then be sent to each STM to detail their specific responsibilities and areas that require their attention.

3. **Unit Notification.** Once the Mentor or Advisor are confirmed, the HOC is to then write a letter to the Mentor or Advisor's posted unit detailing the role, responsibilities of the position and support required by the HOC. The letter should also request that consideration be given to supporting availability of the Mentor or Advisor to perform his/her role as required. Upon subsequent postings this information is to be provided to the new unit in the form of an appropriate letter.

Subject Matter Advisor's Parchment

Warrant Officer Class One

Ned Kelly

is appointed

Subject Matter Advisor

for the

*Royal Australian Corps of Transport, Xxxxx Trade
on this 13th Day of January 2014*

The appointment as Subject Matter Advisor of the Royal Australian Corps of Transport Xxxxx Trade acknowledges your professional mastery of xxxxx skills, knowledge and attitudes and your contribution to the soldiers and officers of the Xxxxx Trade through your dedicated leadership.

You are charged with the responsibility of upholding the highest standard of your trade and core behaviours and in doing so reinforcing and shaping the values of the Corps. You are entrusted with the custody of our proud history, customs and traditions and the ongoing invigoration of esprit de corps within the Royal Australian Corps of Transport Xxxxx Trade. You are to diligently discharge your duty in advising and working with senior commanders on behalf of the Xxxxx Trade, which you represent as the Subject Matter Advisor.

The Royal Australian Corps of Transport established the appointment of the Subject Matter Advisor on 1st June 2010. You are hereby appointed as the Subject Matter Advisor for the Xxxxx Trade of the Royal Australian Corps of Transport and are to discharge your duties until released by the Head of Corps, Royal Australian Corps of Transport.

Given under my hand

+(Place Corps Seal Here)

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Brigadier JK Walk
Head of Corps