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| **Command & Staff Academic Provision (CSAP)**  **Transition & Implementation Contract Management Team Member** |
| **[ For Army posts only] SLIM No:**  |
| **Position Details** |
| Rank | OF3 | Org. Unit | Defence Academy HQ Support | UIN | D5357B (DefAc) |
| Upper Lower Rank | - | Org. Type | Temporary | Exchange With | N/A |
| Service (Job) |  Joint | TLB | StratCom | Location | Shrivenham |
| Start Date for Position | 01 Jan 22 | Proposed End Date for Position  | 01 Jan 23 | Liability Driving | No |
| Hiring Status | N/A | Position Status | - | Position Type | ADC, RSD’s, VERR, VTOD’s |
| Person Category | - | Position Status EIT | - | Service Option | Any |
| Domain | - | Career Field | Pers | Sub Career Field | OpsSpt |
| Talent Management | Yes | Tour Length | 12 Months | Handover | Yes |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | SO1 AP Contract Manager | Hierarchy Parent 2 | DefAc COO | Hierarchy Parent 3 | N/A |
| Incumbent | N/A | Incumbent Future Availability Date | N/A | Environment | Military & Civilian |
| Minimum Medical Standard | MND | Child Positions | N/A | Preferred Gender | Any |
|  |  |  |  |  |  |
| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
|  |   | 01 Jan 22 | 01 Jan 23 |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| N/A | N/A | N/A |  |  |
|  |
| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
| N/A |  |  |
|  |
| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
| N/A |  |  |  |  |   |
| **Unit & Position Role** |
| Unit Function | To manage Defence Academy Training and Education Contracts in support of the delivery of world-class education and training to leaders in order to develop the intellectual edge needed for success on operations and leadership in government. |
| Position Role | To support the transition and implemetation phase of the Command and Staff Academic Provider (CSAP) Contract. |
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| **Responsibilities** |
| Educate internal stakeholder to ensure Defence Academy Colleagues understand the new ways of working under the prime contract and ensure they are rigously applied. |
| Support the establishment of a robust contract performance monitoring process to track the delivery of the contract obligations. Agree the implementation of regular performance reports as part of the contract governance and application for payment process. |
| Establish and manage a robust system for Major Change, ensuring processes are understood by all stakeholders. |
| Work closely with SMEs and partners, to identify, implement changes to improve the MODs and Suppliers compliance to terms and conditons. |
|  |  |  |  |  |  |
| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| Experience of Contract Management and/or Supplier Relationship Management |  | X |  |
| Change Management |  |  | X |
|  |
| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | Pre-Employment Training 3 | Pre-Employment Training 3 Priority |
| N/A |  |  |  |  |  |
|  |
| **Local Considerations** |
| Domestic |
| N/A |  |
| Employer Comments |
| This is a newly established role which requires the incumbent to be a confident self-starter able to shape and influence the breath of her/his portfolio and develop new professional working relationships. The candidate must have:* Excellent leadership and communication skills – verbal and written.
* Ability to work collaboratively, constructively and effectively with a range of different partners.
* Ability to prioritise, work, to meet strict deadlines and at times work under pressure.
* Strong IT skills, including EXCEL, Word and PPT.

For further information or expressions of interest please contact WO1 Andrew Bailey- Andrew.bailey991@mod.gov.uk |