

JOB SPECIFICATION

Profile of Position: SO1 Assurance Support
[For Army posts only] SLIM No:

Position Details

| | | | | | |
|--------------------------------|-------------------------------|---|---|-----------------------|----------------|
| Rank | OF4/Lt Col OF 3 considered | Org. Unit | Joint Warfare, JFC | UIN | D0625J |
| Upper Lower Rank | N/A | Org. Type | Permanent | Exchange With | N/A |
| Service (Job) | Any | TLB | JFC | Location | Northwood HQ |
| Start Date for Position | 4-Jan-2022 | Proposed End Date for Position | Until established role is filled. | Liability Driving | Yes |
| Hiring Status | Active | Position Status | Active | Position Type | Permanent |
| Person Category | Any | Position Status EIT | None | Service Option | Single Service |
| Domain | Any | Career Field | Ops Spt | Sub Career Field | Trg |
| Talent Management | N/A | Tour Length | | Handover | No |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | AH A&A | Hierarchy Parent 2 | Hd WarDev | Hierarchy Parent 3 | DJW |
| Incumbent | | Incumbent Future Availability Date | | Environment | Tri-Service |
| Minimum Medical Standard | MLD | Child Positions | | Preferred Gender | N/A |

Career Management and Rotational Information

| | | | |
|------------------|--------------|--------------------|---------------|
| Position CM Desk | Service (CM) | Applicable From | Applicable To |
| JW JWAC COS | | N/A | N/A |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp | |
| Reserve Forces | 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 |
|------------------|------------------|------------------|------------------|------------------|
| | | | | |

Unit & Position Role

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|---------------|--|
| Unit Function | JW's mission is to direct the development, preparation, integration, assurance and analysis to create advantage for the Joint Force. |
| Position Role | Staff Officer, leading the development of policy and delivering assurance of Standing Joint Force HQ Group as directed by CDS and defined by the CCRS process. |

Responsibilities (Maximum 150 characters (including spaces) each.)

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| Lead JW Assurance and JTFHQ Evaluation, including TRA-endorsed Ex Assurance and Audits. |
| Implement and review the agreed Joint standards, policy and processes for assurance and evaluation of JEF JTFHQs. |
| Support the implementation and review of the agreed Joint standards, policy and processes for evaluation and assurance of component commands. |
| Liaise with sS to inform relevant stakeholders of the assurance process for components and JEF JTFHQs. |
| Assist with development of the assurance of sS JEF FEs' ability to achieve required JTLs/MTLs and ensure JEF FE assurance is coherent with JSP822. |
| Provide SME advice to enable DJW to assure JTFHQs to meet contingent tasks iaw DT5. |
| Advise and manage risks and issues associated with JEF JTFHQs and Components' assurance and evaluation. |
| Liaise with exercise designers to ensure assurance and evaluation objectives are incorporated into exercise design |

Competence Requirements

| Competence - Full Name | Proficiency Level | Essential | Acquired |
|----------------------------|-------------------|-----------|----------|
| Command and Staff Training | Intermediate | Yes | |
| | | | |
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| | | | |

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 |
|---------------------------|------------------------------------|---------------------------|------------------------------------|---------------------------|------------------------------------|
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Local Considerations

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| Domestic |
| Flexible working by negotiation. |
| Employer Comments |

Minimum 2 days a week contract with 1 of those days in office at NWD. OF3 considerations based on most recent OJAR recommendation for promotion. Must be willing to apply for DV should this be required.

OFFICIAL

JOB SPECIFICATION - GUIDANCE NOTES

Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post and will therefore provide the basis for completion of the TLAF. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.

| Note | Field Title | Guidance | | | | | | | | |
|---------------------|---|--|-------------|-------------|------|----------------------------------|---------------------|--|---------------|---|
| 1 | Rank | The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations. | | | | | | | | |
| 2 | Org Unit, Type, UIN & TLB | The unit establishment on which the post is created, including the unit title, whether Permanent or Lifer/Temporary, the UIN and parent TLB, and work location for the post. | | | | | | | | |
| 3 | Exchange With | For use with international/NATO exchanges only | | | | | | | | |
| 4 | Service (Job) Domain | The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TLAF). | | | | | | | | |
| 5 | Start & End Date, Liability | Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service liability (Yes/No) | | | | | | | | |
| 6 | Hiring Status | For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive) | | | | | | | | |
| 7 | Position Type, Status & EIT | Will be completed by Establishments staff based on information on EAF/TLAF. | | | | | | | | |
| 8 | Person Category | Will be completed by Establishments staff based on information on EAF/TLAF. | | | | | | | | |
| 9 | Service Option | For use when post can be filled by more than one Service | | | | | | | | |
| 10 | Career Field | For officer posts only. See guidance at Section 2 and Annex B above. | | | | | | | | |
| 11 | Sub Career Field | For officer posts only. See guidance at Section 2 and Annex C above. | | | | | | | | |
| 12 | Talent Management | To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable. | | | | | | | | |
| 13 | Tour Length & Handover | To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately. | | | | | | | | |
| 14 | Operation type, Name & PID | Only to be used for posts on an Operational Establishment Table (OET) | | | | | | | | |
| 15 | Hierarchy Parent | The JPANs reflecting the 1 st , 2 nd and 3 rd ROs for the post as defined in the Unit Hierarchy. | | | | | | | | |
| 16 | Incumbent & FAD | Will be populated by JPA from information relating to current incumbent. | | | | | | | | |
| 17 | Environment | Select from the following the value that best reflects the environment within which the post operates: <table><tr><th>Environment</th><th>Description</th></tr><tr><td>Army</td><td>Army single-Service environments</td></tr><tr><td>Military & Civilian</td><td>Mixed military and civilian (eg MOD Head Office)</td></tr><tr><td>Military Only</td><td>Military only environments that do not match other values</td></tr></table> | Environment | Description | Army | Army single-Service environments | Military & Civilian | Mixed military and civilian (eg MOD Head Office) | Military Only | Military only environments that do not match other values |
| Environment | Description | | | | | | | | | |
| Army | Army single-Service environments | | | | | | | | | |
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| | | Multi-National OGD RAF RM RN Tri-Service | Multi-national (eg NATO or other international HQs or embassies) Other Government Departments (inc loans and secondments) RAF single-Service environments RM single-Service environments RN single-Service environments Tri-Service joint environments | | | | | | | | |
|-------------|---|---|---|-------------|-------------|-----|----------------------------|-----|------------------------------|-----|---|
| 18 | Min Med Standard | This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are: <table><tr><th>Min Med Std</th><th>Description</th></tr><tr><td>MFD</td><td>Medically Fully Deployable</td></tr><tr><td>MLD</td><td>Medically Limited Deployable</td></tr><tr><td>MND</td><td>Medically Non Deployable (will be assumed to be the default unless otherwise specified)</td></tr></table> | | Min Med Std | Description | MFD | Medically Fully Deployable | MLD | Medically Limited Deployable | MND | Medically Non Deployable (will be assumed to be the default unless otherwise specified) |
| Min Med Std | Description | | | | | | | | | | |
| MFD | Medically Fully Deployable | | | | | | | | | | |
| MLD | Medically Limited Deployable | | | | | | | | | | |
| MND | Medically Non Deployable (will be assumed to be the default unless otherwise specified) | | | | | | | | | | |
| 19 | Child Positions | The JPANs of the posts reporting to this post as defined in the Unit Hierarchy. | | | | | | | | | |
| 20 | Preferred Gender | This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion. | | | | | | | | | |
| 21 | Career Management & Rotational Info | For single-Service use. | | | | | | | | | |
| 22 | Specialist Pay | Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion. | | | | | | | | | |
| 23 | Unit & Position Info | Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent. | | | | | | | | | |
| 24 | Responsibilities | A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent. | | | | | | | | | |
| 25 | Competence Requirements | Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development. | | | | | | | | | |
| 26 | Pre-Employment Training | Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See paras 3.01 and 3.04 for guidance. | | | | | | | | | |
| 27 | Domestic Considerations | Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc. | | | | | | | | | |
| 28 | Employer Comments | Additional context and information on factors such as temporary changes or future workstrands, eg a location move, policy review, overseas deployment/travel etc. This section is not to be used to dictate additional criteria for selection of the incumbent. | | | | | | | | | |
| 29 | Security Classification | Job Specifications are 'Official' unless they contain sensitive information. | | | | | | | | | |

