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JOB SPECIFICATION (2010)		JSN	
Position Title	SI RN Div	Date Approved	
Unit	Defence School of Logistics & Administration	Approved By	
Location	WD Camp, DCLPA, UK	TLB	
Establishment Type	Established Post OF2/3	Rank/Grade	
Establishment/OET Ref	RN	Service/Type/Arm	
UIN/SLIM/JPA PID	A5323F	Exch/NATO/JSRL No	
Incumbent	Cdr Richard Fletcher (until 6 Sept 21)	Staff/Command	
E-mail	Richard.Fletcher938@mod.gov.uk	WTE/MSTAR	
Phone Number	94271 7283	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	RN	Primary Career Field	
1 st RO	CI - STW	Sub Field 1	
2 nd RO	Comdt - DSLA	Secondary Field	
3 rd RO	Comdt DCLPA	Sub Field 2	
Unit Role: To deliver specified logistic training and training support in order to sustain national Defence capability.			
Position Role: Senior Instructor. Focal point for all Royal Navy and Royal Marine Supply Chain training within the Defence School of Logistics and Administration.			
Responsibilities: <ol style="list-style-type: none"> 1. To plan, prepare and coordinate delivery of all Royal Navy Division courses in accordance with the SOTR/SOTT. 2. Command, manage, appraise and develop all military staff within the Royal Navy Division. 3. Undertake a range of instructional duties for both internal and external courses as required but specifically for all Reserve courses. 4. Supervise training and monitor standards to ensure DSAT/Ofsted compliance. 5. To represent the RN/RM position during Student Review Boards (SRB), advising the CoC of any requirement for the award of RN Tiered Warnings and ensuring these are administered iaw BR3 at the appropriate signatory level. 6. Maintain close liaison with the RN and RM Branch Managers and TRAs. 7. Liaise with the Fleet Logistic Officers team providing advice on all N4 training issues and attend external mtgs as and when required. 8. Provide 1st, 2nd and 3rd Reporting officer function for members of RN Div. 9. Act as Divisional Officer for the WO1 in RN Supply Div. 10. Liaise with OC Maritime Command Squadron for the effective delivery of N4 training to RN and RFA Logistics Officers. 11. Liaise with DACOS Logs RFA to ensure all RFA training requirements are considered provide SME input as required. 12. Liaise with InVal and ExVal teams at DCLPA and HRTSG providing input as required. 13. To support the wider wing through delivery of advice and assistance as an EDA. 14. To attend JLOC as directing staff as required. 15. To undertake any additional roles required by the CI. 			
Pre Appt/Deployment Trg: Essential: Be (or have been) a Logistics Officer of SO2 rank preferably with experience of N4 in an operational environment. ICSC Desirable: Completed JLOC .			
Domestic Considerations: Duty Field Officer 2 / 52 (three hrs NTE from WD).			
Performance Attributes	Priority Component Features		
Leadership	<ol style="list-style-type: none"> 1. Projects personality and character to motivate subordinates to do what is required of them. 2. Promotes a positive sense of purpose and direction. 		
Management	<ol style="list-style-type: none"> 1. Allocates resources efficiently and optimises capability within constraints. 2. Plans, organises, and designates priorities effectively. 		
[Professional Effectiveness	<ol style="list-style-type: none"> 1. Seeks to enhance professional knowledge and understanding of new technology and developments. 2. Demonstrates knowledge of service matters and military doctrine. 		
Communication	<ol style="list-style-type: none"> 1. Briefs and Presents effectively. 2. Displays good oral communication, ability to inform and convince. 		
Education/Training	Type	Pri	Comments
Military Quals	ILOC/PLCC or FLS Cmd Cse (Advanced Logs Course)/ DSAT(M)	Essential	DSAT(M) Cse within first 3 months, and ASLS Staff Cse.
	ICSC	Desirable	
Other Quals/Competencies	Managing Civilian staff	Desirable	
Education			

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Language			
Experience			
Service/Arm/OGD	RN/RM	Essential	
Operational	N4 Role	Desirable	Operational experience within last 3 years preferable
Staff	SO2/3	Desirable	Preferable in N4/J4 area
Command	Sub Unit	Desirable	Sub-unit Command.
Fields/Trades	Logs GS	Essential	OF2/3 of the Logistics Specialisation
Environments	Log Wing	Essential	N4
Other Comments	Experience and knowledge of the unit J4 environment, JSC and its associated environments and regulation would benefit the incumbent in understanding the responsibilities.		
Originator: Lt Col D Ale QOGLR	Appt: CI STW	E-mail: : DLS-STW-CI	Tel: 7176
Auth by 2nd RO: Gp Capt L Griffin	Appt: Comdt DSLA	E-mail: DSLA-HQ-Comdt	Date: 29/11/2021

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