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| JOB SPECIFICATION (2010) | | JSN | |
|--|--|-----------------------------|-------------------------|
| Position Title | Bn 2IC | Date Approved | |
| Unit | 7 RIFLES | Approved By | |
| Location | IVG, London and/or Brock, Reading | TLB | |
| Establishment Type | Established post | Rank/Grade | Maj |
| Establishment/OET Ref | 10/0480 | Service/Type/Arm | |
| UIN/SLIM/JPA PID | A6045A/00867535/1542394 | Exch/NATO/JSRL No | |
| Incumbent | Tristan Penniston-Bird | Staff/Command | |
| E-mail | Pers email @mod.gov.uk | WTE/MSTAR | |
| Phone Number | | Manning Priority | |
| Security Status/Caveats | SC | Assignment Length | 2-3 Yrs (shorter if PL) |
| Reporting Chain | | Primary Career Field | |
| 1 st RO | CO 7 RIFLES | Sub Field 1 | |
| 2 nd RO | Comd 20 Bde | Secondary Field | |
| 3 rd RO | Deputy Commander 3 Div | Sub Field 2 | |
| <p>Unit Role: 7 RIFLES, as AR Infantry, (light role/DCC), is to be capable of mounting and sustaining operations at >R8, by:</p> <ol style="list-style-type: none"> 1. Providing force elements to 20X for operations/tasks: (a) 1-2 sub-units plus BG HQ in the light role and/or (b) Individuals Augmentees (IAs) to sub-unit(-) strength (most likely, but not exclusively, to paired Reg AI Bn, 5 RIFLES). 2. Providing training and other retention positive opportunities as a basis for regeneration. 3. Maintaining strong links to the civil community and Regimental pillars/stakeholders. | | | |
| <p>Position Role: The Bn 2IC ensures the Commanding Officer's intent is delivered; and should add value to the CO with its development. Capable of assuming command or periodically stepping in. A key sounding board to the CO and OCs/Dept Hds, and as a filter between (where helpful). Relieves the CO by minimising administration and non-critical decision making. Upholds honours, traditions and discipline of the Bn and Regt. Capable of covering the XO's leave. A key sounding board to the XO and CO (if Reg) on AR matters and Bn specifics (if from the Bn). The XO and 2IC must work together cohesively to ensure unity of effort and purpose, and where necessary, re-align responsibilities/outputs.</p> | | | |
| <p>Responsibilities:</p> <ol style="list-style-type: none"> 4. Support/advise/dispense discipline within the Bn as required (ideally spotting/resolving potential issues beforehand). 5. Support optimisation of Bn footprint, facilities and equipment care iot support recruiting, retention, delivery of effect. 6. Provide direction to AR personnel within BHQ, incl development/maintenance of Bn Trg/Ops/Int cells, and working closely with Bn RAPTCI, AT and Sports officers iot ensure safe but demanding PD, training and pers development. 7. FoE planning, management and advertising (involving access to CHURCHILL, Media/posters, Defence connect and 8. Responsible for, or supportive sponsor of, projects delivery (e.g. empowerment/TRANSFORM). 9. Develop/maintain Bn SOIs and Battle Rhythm to maximise productivity/output and ensure effective communications. 10. Responsible for Bn Trg (recruits and trained soldiers, pre-course trg, areas of focus - e.g. remote/online and EC training, and the development/maintenance of Bn Trg Wing capacity/capability). 11. Oversight of Career Development Trg (supporting Adjt, RCMO and RSM to review Officers and SNCOs/WOs Plots and other key individuals/talent spotting as required, iot identify career development needs and give direction). 12. Supports Bn Finance functions, including RSDs bidding/management/approvals and funds management/approvals. 13. Conduct G1-9 Assurance Checks (dress, bearing, PI books and all Coy docs/registers/plans as required, and Rfn 'dip tests' to gauge morale, and ID G1-9 sustain and improve points, notably G5/7). 14. Responsible for Strategic Engagement Activities (including stakeholder management, event and media planning/delivery - where this cannot be outsourced to a suitably qualified person, with outputs assured by 2IC. Essentially all activity) 15. PMC of the Officers' Mess (where no suitable other field officer is available). 16. Manage and balance the workload of BHQ Captains to ensure efficiency, resilience, and professional development. 17. Lead initiatives that drive modernisation across the Battalion, ensuring adoption of innovative practices and technologies. 18. Champion efforts to enhance lethality through driving focused training, capability development, and integration of emerging operational concepts. | | | |
| <p>Pre Appt/Deployment Trg: ICSC(R)</p> | | | |
| <p>Domestic Considerations: Must be able to attend regular training on weekends and training evenings. Must be available on additional evenings or weekends, and ideally where possible during the working week.</p> | | | |
| Performance Attributes | Priority Component Features | | |
| Leadership | Sets an example consistent with Service values and standards. Leads by example, understanding the character, strengths and weaknesses of our Riflemen to ensure they reach their full potential. Promotes a positive sense of purpose and direction. | | |
| Professional Effectiveness | Carries out the full range of tasks effectively. Shows a clear understanding of the professional environment. | | |

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.

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| Subordinate Development | Encourages, advises and guides subordinates in their personal and professional development. | | |
| Management | Develops effective interpersonal relationships with others. Generates enthusiasm and high morale, recognising and rewarding achievement. | | |
| Education/Training | Type | Pri | Comments |
| Military Quals | ICSC(R) | Essential | ACSC(R) Desirable but acknowledged as unlikely |
| Other Quals/Competencies | | | |
| Education | IT Literate | Desirable | JPA reporting, LUMS/CHURCHILL and RAPs/STs |
| Language | | | |
| Experience | | | |
| Service/Arm/OGD | Army | Any | |
| Operational | | Desirable | |
| Staff | | Desirable | |
| Command | Combat | Essential | Sub-Unit |
| Fields/Trades | | | |
| Environments | | | |
| Other Comments | Must set the right tone. Must spot when to maintain (if Bn is at optimum or needs to re-group) and when to develop (press the accelerator). Must be able to get on with and positively influence a range of external and internal stakeholders, including fellow field officers - Reg, Res and FTRS, but still be able to seamlessly fill in for (or step up as) CO as required. | | |
| Originator: Penston-Bird | Appt: Bn 2IC | E-mail: | Tel: |
| Auth by 1 RO: Lt Col Lock | Appt: [CO] | E-mail: | Date: |

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