

JOB SPECIFICATION

Profile of Position: COS JW Development Support
[For Army posts only] SLIM No:

Position Details

Rank	OF4/Lt Col OF3 Considered	Org. Unit	JFC, Northwood	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	3-Jun-2022	Liability Driving	Yes
Hiring Status	Active	Position Status	Active	Position Type	Temporary
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	5 Months	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	1978723	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

Unit Function	JW's mission is to direct the development, preparation, integration, assurance and analysis to create advantage for the Joint Force.
Position Role	Provide SO1 staffing function in support of Joint Force Warfare Development.

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

JW Development Board coordination and management
Manage the £5.5m WarDev budget to best effect, ensuring good governance and supporting the development of individual business cases by the end user
Lead SO1 on staffing to support DJW's representation on the 3*-led Military Capabilities Board.
Management of applied concept development governance across Defence's Joint User community.

Competence Requirements

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

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

Local Considerations

Domestic
Flexible working by negotiation. 2 days a week minimum contract, with one of these days based in office at NWD
Employer Comments
Experience in managing a budget, holding a secretariat function and general staffing duties within a Headquarters would be beneficial. OF3 considerations based on most recent OJAR recommendation for promotion.

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
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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)
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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.									

