

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	MTOS SO1 PolDev	<b>Date Approved</b>	
<b>Unit</b>	People – Modernising Terms of Service	<b>Approved By</b>	
<b>Location</b>	MOD Main Building	<b>TLB</b>	HOCS
<b>Establishment Type</b>	FTRS (Home Commitment)	<b>Rank/Grade</b>	OF4
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	FTRS(HC) Any
<b>UIN/SLIM/JPA PID</b>	D0905P/1977967	<b>Exch/NATO/JSRL No</b>	N/A
<b>Incumbent</b>	Lt Col Michael Brown	<b>Staff/Command</b>	Staff
<b>E-mail</b>		<b>WTE/MSTAR</b>	N/A
<b>Phone Number</b>		<b>Manning Priority</b>	N/A
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	3 years
<b>Reporting Chain</b>		<b>Primary Career Field</b>	Personnel
1 <sup>st</sup> RO	MTOS TL	<b>Sub Field 1</b>	N/A
2 <sup>nd</sup> RO	People-PCD-Hd	<b>Secondary Field</b>	N/A
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	N/A
<b>Unit Role:</b> Defence People Team (DPT), Armed Forces Personnel Policy. To develop and deliver new, modern, Armed Forces Terms of Service (TOS) policies in line with the Defence People Strategy, which: support Defence people transformation initiatives; enable the Armed Forces to manage its people more effectively; and offer Service Personnel more choice and flexibility.			
<b>Position Role:</b> MTOS Policy Development Lead			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Lead the MTOS Policy Development team to develop and deliver policy to support new / amended TOS, making alignments to existing policies and ensuring TOS policies are applied in a harmonised, coherent way where possible.</li> <li>2. Research, develop and deliver amendments to existing Terms and Conditions of Service (TACOS) for Regulars and Reserves.</li> <li>3. Single Service/Top Level Budget focal point for the design and development and implementation of new TACOS policy.</li> <li>4. Lead on ensuring coherent people policy development to enable the Armed Forces move to a Hybrid Working model, in line with the Future Workplace Strategy.</li> <li>5. Close liaison with single Service and other stakeholders (Remuneration, Defence Business Services, MOD &amp; Government Legal Departments).</li> <li>6. With MOD Legal Service assist in the delivery of legislative and Service Law change required to enable implementation of new TOS.</li> <li>7. Include new TACOS in the relevant JSP in a clear and accurate way.</li> <li>8. Centralised TOS policy including Training Return of Service (TROS) policy and chair the TROS Working Group (WG).</li> <li>9. Maintaining and updating centralised Alternative Working Arrangements (AWA) policy (including Flexible Service) as required and updating the relevant JSP.</li> <li>10. Line Management of 2 SO2s.</li> <li>11. Deputise for Team Leader as required.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> Nil			
<b>Domestic Considerations:</b> FTRS(HC) – HDT included, not entitled to accommodation (SLA and SFA) unless spare capacity is available. Alternative Working Arrangement options possible, including remote working.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Professional effectiveness	Shows clear understanding of professional environment		
Powers of communication	Produces logical, fluent, convincing and accurate written work. Ability to engage and influence others.		
Effective intelligence	Applies innate intelligence to identify, analyse and solve problems, both practical and theoretical.		
Judgement	Demonstrates critical application of available information to arrive at sound, timely, evidence-based decisions.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ACSC	Desirable	Also ICSC

Other Quals/Competencies	-	-	
Education	-	-	
Language	-	-	
<b>Experience</b>	-	-	
Service/Arm/OGD	Any	Essential	Service as or with Reserves.
Operational	HQ	Desirable	Operational experience desirable.
Staff	Any	Essential	Previous SO1 appointment desirable.
Fields/Trades	Planning	Desirable	Previous staff / operational planning experience
Environments	Joint	Desirable	Previous Joint Experience and/or working in MOD centre
Service/Arm/OGD	Any	Essential	Service as or with Reserves.
<b>Other Comments</b>	Experience of working in Personnel Policy, Career Management or Military HR is highly desirable. Experience of project or programme management is desirable		
<b>Originator:</b> William Lyn	<b>Appt:</b> MTOS TL	<b>E-mail:</b> <a href="mailto:William.Lyn720@mod.gov.uk">William.Lyn720@mod.gov.uk</a>	<b>Tel:</b> 9621 80409
<b>Auth by 2<sup>nd</sup> RO:</b> Zoe Bishop	<b>Appt:</b> People-PCD-Hd	<b>E-mail:</b> <a href="mailto:zoe.bishop102@mod.gov.uk">zoe.bishop102@mod.gov.uk</a>	<b>Date:</b> Apr 22