

OFFICIAL SENSITIVE – COMMERCIAL

**Command & Staff Academic Provision (CSAP)
Transition & Implementation Contract Management Team Member
[For Army posts only] SLIM No:**

Position Details

Rank	OF3	Org. Unit	Defence Academy HQ Support	UIN	D5357B (DefAc)
Upper Lower Rank	-	Org. Type	Temporary	Exchange With	N/A
Service (Job)	Joint	TLB	StratCom	Location	Shrivenham
Start Date for Position	01 Jan 22	Proposed End Date for Position	01 Jan 23	Liability Driving	No
Hiring Status	N/A	Position Status	-	Position Type	ADC, RSD's, VERR, VTOD's
Person Category	-	Position Status EIT	-	Service Option	Any
Domain	-	Career Field	Pers	Sub Career Field	OpsSpt
Talent Management	Yes	Tour Length	12 Months	Handover	Yes
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	SO1 AP Contract Manager	Hierarchy Parent 2	DefAc COO	Hierarchy Parent 3	N/A
Incumbent	N/A	Incumbent Future Availability Date	N/A	Environment	Military & Civilian
Minimum Medical Standard	MND	Child Positions	N/A	Preferred Gender	Any

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
		01 Jan 22	01 Jan 23
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
N/A	N/A	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
N/A				

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Unit & Position Role

Unit Function	To manage Defence Academy Training and Education Contracts in support of the delivery of world-class education and training to leaders in order to develop the intellectual edge needed for success on operations and leadership in government.
Position Role	To support the transition and implementation phase of the Command and Staff Academic Provider (CSAP) Contract.

Responsibilities

Educate internal stakeholder to ensure Defence Academy Colleagues understand the new ways of working under the prime contract and ensure they are rigorously applied.
Support the establishment of a robust contract performance monitoring process to track the delivery of the contract obligations. Agree the implementation of regular performance reports as part of the contract governance and application for payment process.
Establish and manage a robust system for Major Change, ensuring processes are understood by all stakeholders.
Work closely with SMEs and partners, to identify, implement changes to improve the MODs and Suppliers compliance to terms and conditions.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
Experience of Contract Management and/or Supplier Relationship Management		X	
Change Management			X

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
N/A					

Local Considerations

Domestic
N/A
Employer Comments
<p>This is a newly established role which requires the incumbent to be a confident self-starter able to shape and influence the breath of her/his portfolio and develop new professional working relationships.</p> <p>The candidate must have:</p> <ul style="list-style-type: none"> • Excellent leadership and communication skills – verbal and written. • Ability to work collaboratively, constructively and effectively with a range of different partners. • Ability to prioritise, work, to meet strict deadlines and at times work under pressure. • Strong IT skills, including EXCEL, Word and PPT. <p>For further information or expressions of interest please contact WO1 Andrew Bailey- Andrew.bailey991@mod.gov.uk</p>

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