**JOB SPECIFICATION TEMPLATE**

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| **Profile of Position: (OR6) SNCO DISCIPLINE AND COMPLAINTS FTRS HC (JPA PID** **1963863)** |
| **[ For Army posts only] SLIM No:**  |
| **Position Details** |
| Rank | OR6 | Org. Unit | JFD | UIN | D5357A |
| Upper Lower Rank | OR6 | Org. Type | DEFAC UK STN HQ | Exchange With | N/A |
| Service (Job) | Any Service|General|FTRS | TLB | UK STRATCOM | Location | SHRIVENHAM |
| Start Date for Position | 01/05/22 | Proposed End Date for Position  |  | Liability Driving | No |
| Hiring Status | ACTIVE | Position Status | N/A | Position Type | FTRS HC |
| Person Category | FTRS HC | Position Status EIT | N/A | Service Option | Any |
| Domain | RN WELRM/E2/ Any (RAF) | Career Field | J1 Personnel | Sub Career Field | N/A |
| Talent Management | N/A | Tour Length | 36mths | Handover | Min 1 Week |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | SO2 Discipline and Complaints Mgr | Hierarchy Parent 2 | Stn CO | Hierarchy Parent 3 | N/A |
| Incumbent | POWtr C Linnett | Incumbent Future Availability Date | 01/05/2022 | Environment | Military/CivilianTri-Service |
| Minimum Medical Standard | MND (P) | Child Positions | N/A | Preferred Gender | Any |
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| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
| Army/Navy/RAF - FTRS | Any - FTRS |  |  |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| Army/Navy/RAF – J1 Pers | J1 Pers | Any |  |  |
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| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
| N/A | N/A | N/A |
|  |
| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
| N/A | N/A | N/A | N/A | N/A |   |
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| **Unit & Position Role** |
| Unit Function | To develop the intellectual edge for success on operations and leadership in government, with our allies and coalitions in an era of persistent engagement. |
| Position Role | Assist and deputise for the SO2 Discipline and Complaints Manager to manage and administer Service Complaints and Military Discipline across a Tri-Service environment in accordance with Single Service policy but collectively in compliance with JSP850 (Manual of Service Law), Armed forces Act 2006 and Discipline and Service Complaints (JSP831). To advise the Defence Academy (DefAc) UK Chain of Command on all aspects related to Discipline and Service Complaints.  |
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| **Responsibilities** |
| To assist in the recording, administration and coordination of Service Complaints in accordance with JSP831 on behalf of Station (Stn) CO. |  |
| To assist in the recording, administration and coordination of cases and casefiles for Major Administration Action (MAA) Military Discipline proceedings in accordance with JSP850 (Manual of Service Law) on behalf of Stn CO.  |  |
| To assist in the administration of cases and casefiles in accordance with the Armed Forces Act 2006. |  |
| To advise the DefAc UK CoC on all aspects related to Discipline and Service Complaints. |  |
| To contribute to the administration and updating of PAPMIS. |  |
| To assist in the recording, administration and coordination of cases and casefiles for Minor Administration Action Military Discipline proceedings in accordance with JSP850 (Manual of Service Law) on behalf of Stn CO. |  |
| To coordinate, plan and act a secretary to meetings, interviews and other similar occurrences relating to Service Complaints and Military Discipline as directed by Stn CO or SO2 Discipline and Complaints Manager.  |  |
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| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| SSA Course (sS equivalent) | Pass | Essential |  |
| SNCO CLM (sS equivalent)  | Pass | Essential |  |
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| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1  | Pre-Employment Training 2 | Pre-Employment Training 2  | Pre-Employment Training 3 | Pre-Employment Training 3  |
| SSA Course (Army) |  |  |  |  |  |
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| **Local Considerations** |
| Domestic |
| FTRS(HC) TACOS applySLA maavailable in accordance with FTRS TACOS for sSSFA only where surplus in accordance with FTRS TACOS for sS |  |
| Employer Comments |
| This is a new post under DEFAC24 alongside the SO2 Discipline and Complaints Manager.  |  |
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| SECURITY CLASSIFICATION (OFFICIAL) |  |