

JOB SPECIFICATION TEMPLATE

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/Civilian Tri-Service
Minimum Medical Standard	MND (P)	Child Positions	N/A	Preferred Gender	Any

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	

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

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.

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.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
SSA Course (sS equivalent)	Pass	Essential	
SNCO CLM (sS equivalent)	Pass	Essential	

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)					

Local Considerations

Domestic
FTRS(HC) TACOS apply SLA maavailable in accordance with FTRS TACOS for sS SFA 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.

SECURITY CLASSIFICATION (OFFICIAL)