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|  **JOB SPECIFICATION (2014)** | **JSN** |  |
| **Position Title** | WO2 DSAT Assurance | **Date Approved** |   |
| **Unit** | HQ RC, Cadets Branch |  **Approved By** |  ACOS Cdts |
| **Location** | Montgomery House, Queens Ave, Aldershot |  **TLB** |  Army |
|  **Establishment Type** | Established Post Single Service |  **Rank/Grade** |  WO2/OR8 |
| **Establishment/OET Ref** |  | **Service/Type/Arm** |  Army/E2/FTRS |
| **UIN/SLIM/JPA PID** | A5359A/01391661/2077269 | **Exch/NATO/JSRL No**  |  - |
| **Incumbent** | WO2 Tainton | Staff/Command  |  - |
| **E-mail** | RC-Cdts-CTC-TDT-WO@mod.gov.uk | WTE/MSTAR |  - |
| **Phone Number** | Mil: 0300 167 5920 | **Manning Priority** |  2 |
| **Security Status/Caveats** | SC | **Assignment Length** |  36 months |
| **Reporting Chain** |  | **Primary Career Field** |  Personnel |
| 1st RO | SO2 TDT | **Sub Field 1** |  Training |
| 2nd RO | SO1 Trg Plans  | **Secondary Field** |   |
| 3rd RO |  |  **Sub Field 2** |   |
| **Unit Role:** HQ RC, Cadets Branch is the staff branch commanding the Army’s Cadets which includes the community cadets, the Army Cadet Force (ACF), and schools’ cadets, the Combined Cadet Force (Army) (CCF(A)).  |
| **Position Role:** As a member of the Army Cadets Training Development Team (TDT), support the Army Cadet Training Requirements Authority (TRA) in the development and quality assurance of Army Cadet training.  |
| **Responsibilities:** 1. Develop and maintain training quality assurance procedures for the Army Cadet organisation in line with Army Cadet Assurance Policy, including continuous improvement, evaluation of training, audit and inspection.2. Ensure those in, and working with, the Army Cadets who have a training quality assurance role are suitably trained for their role and maintain currency. 3. Analyse and evaluate quality assurance data and input from 1st party assurance, audits, inspections and other relevant sources.4. Conduct and lead external validation and assurance for the Army Cadets TRA including questionnaires, interviews, workshops and unit visits. 5. Produce relevant reports and provide constructive feedback and recommendations to training providers and the Training Delivery Authority (TDA). 6. Support the conduct of internal TRA and TDA training quality assurance activity, such as peer reviews of training development documentation and course design materials.7. Participate in meetings, working groups and conferences, providing advice, guidance and briefings as the TRA training quality assurance subject matter expert including the support of TDT training development activity8. Complete any other appropriate tasks as directed by SO2 TDT / SO1 Trg Plans.  |
| **Pre Appt/Deployment Trg:**  Defence Centre for Training Support (DCTS) Courses: External Validation course and Trg Needs Analysis course.  |
| **Domestic Considerations:** Role will require some work to be carried out during evening, weekend and school holidays. Nights out of bed will required to conduct visits and attend conferences. |
| Performance Attributes | **Priority Component Features** |
| Effective Intelligence | Excellent analytical ability, adaptability, common sense and innovation.  |
| Initiative | Proactive and delivers effect.  |
| Judgement | Decision making is driven by the Army’s core values, judgements are balanced and driven by reasoning and realism. Shows clear understanding of professional environment.  |
| Powers of communication | Displays good oral communication with an ability to inform and convince. Must be able to conduct effective interviews and workshops. Demonstrates an effective report writing ability. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | AIL& AISDCTS | Essential | Army Instructor Supervisor/Army Instructor Leader Training Needs Analysis & External Validation Courses – can be completed on arrival. |
| Other Quals/Competencies | Instructor | Essential | Trg experience essential. |
| Education | WO CLM | Desirable | Minimum L2 Numeracy & Literacy, must be highly computer literate. Good working knowledge of word, excel and PowerPoint. Should have the skills to harness other IT tools such as questionnaire development and database reporting tools. |
| Language | Nil |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army | Essential | Knowledge and experience of assurance essential, experience with Cadet Forces / volunteers/ young people desirable. |
| Operational | Nil |  |  |
| Staff | TDT | Desirable | Previous experience in a TDT or working in a TRA would be desirable.  |
| Command | Sub-unit | Desirable | Sub-unit WO2 command appointment desirable. |
| Fields/Trades | Training,Training Support | HighDesirable |  |
| Environments | Training | Desirable | Experience of training delivery, sub-unit training or training policy would be useful. |
| **Other Comments** | Must be systematic and diligent in application of training principles but with sufficient flexibility to be capable of original thought and developing innovative solutions. This post should be seen as an ideal opportunity for career development in training quality assurance. |
|  **Originator:** Lt Col C Skinner RA |  **Appt: SO1 Trg Plans**  |  **E-mail:** RC-Cdts-Trg-SO1@mod.gov.uk  | **Mil:** **0300 166 6469** |
|  **Auth by 2nd RO:** Col C Jardine  |  **Appt: ACOS Cadets**  |  **E-mail:RC-Cdts-ACOS@mod.gov.uk**  | **Date:09/02/2023**  |  |