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 activity
8. 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& AIS DCTS	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.

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.

Command	Sub-unit	Desirable	Sub-unit WO2 command appointment desirable.
Fields/Trades	Training, Training Support	High Desirable	
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**	

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.