

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	
Position Title	SO2 MS AHQ	Date Approved	
Unit	Army HQ	Approved By	
Location	ANDOVER	TLB	
Establishment Type	Established Post - FTRS (HC) RSG	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	A0024A/1171089/1971263	Exch/NATO/JSRL No	
Incumbent	Maj A Baker	Staff/Command	
E-mail	Army Exec-MS-SO2	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	SO1a MS	Sub Field 1	
2 nd RO	SO1b MS	Secondary Field	
3 rd RO	N/A	Sub Field 2	
Unit Role:			
Position Role:	To provide MS support and advice to officers in Army HQ and to MS Reps in Divisions. Lead for OF2/3.		
Responsibilities:	<ol style="list-style-type: none"> 1. Raise and Process Army HQ OJARs for ts OF3 and below against set timelines. 2. Act as POC for Generic career advice to ts OF3s and below supporting the SP authorities. 3. Provide advice and guidance to two-star MS reps on MS process and OF2/3s. 4. Support BGS in compilation of Army HQ No5 and No7 Board prioritisation. 5. Ensure Army HQ OF3/2 posts are boarded appropriately and in a timely manner. 6. Sp Army HQ's No 5 Bd members advising on req and suitability of posts, to ensure accurate sell criteria and to ensure manning gaps are minimised. 7. Maintain the MS Branch Army HQ Appraisal Reporting and Liability Matrix. 8. Manage SO3 MS output (predominantly OF2) and sp other MS desks as required.] 		
Pre Appt/Deployment Trg:	APC MS Reps Course		
Domestic Considerations:	Nil - this is not a deployable appointment.		
Performance Attributes	Priority Component Features		
Adaptability and Initiative	Must be able to take lived experience and transfer that to new initiatives, ready to seek opportunities - must be able to lead in the adaption of Career Management, or the people / structures it supports and assist with migration to new ways of working but must also be the voice of reason and common military sense providing vital continuity to the maintenance of CM best practice.		
Awareness and Understanding	Must understand internal and external workings and structures of the Army as well as their wider interactions. Must have the credibility to engage at any level and to speak with authority based on personal experience - must be empathetic of the career management tensions within the different divisional organisations.		
Communication and Influence	Must be able to speak with ease, authority and credibility to all staff levels of the AHQ from 3* to XOs. Career Management / MS advice will invariably be complex with multiple strands and often fraught with sensitivity and /or emotion - the incumbent must be highly effective in discussion, tactful but able to hold a line and impart sometimes difficult news. As much a listener as a doer - but able to step in and influence, effectively at any rank. Must be able to draft ideas quickly and accurately to get over an intent when assisting hard pressed report writers.		
Delivering Results	Must be able to deliver mandated MS outputs, including more than 400 annual reports on time and to an assured accuracy. Must be able to store, and retrieve, information efficiently; adhere to legal, security and regulatory requirements and processes.		
Education/Training	Type	Pri	Comments
Military Quals	ICSC(L)	Desirable	HC RSG will normally have completed a full career in the Regular Army and will be staff trained.
Other Quals/Competencies			
Education			
Language			

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

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Experience			
Service/Arm/OGD	Any	Essential	FTRS (HC) RSG. HC RSG posts are 'only open to Army officers and predominantly those who have had a full Regular Army career'. A Reserve selection or officer with significant non Regular KSE will need to demonstrate the necessary 'expertise'.
Operational	Any	Desirable	A full career including operations is highly desirable - verging on essential - for credibility.
Staff	Grade 2	Desirable	A wide range of staff experience at Gde 2 - ideally including Fmn level in order to build the knowledge on which to deliver professional advice.
Command	Sub Unit	Desirable	Experience at SUC would add credibility and an understanding of command. To better support subjects and reporting officers alike.
Fields/Trades	Pers - MS	Essential	Must have previous military Pers staff experience - preferably in a range of posts delivering Pers / HR / MS. Service in the APC is highly desirable. An expert level of MS is essential and cannot be learned on the job.
Environments	Field Force	Desirable	Fmn level staff experience highly desirable preferably at 2*.
Other Comments	<p>This is an RSG post defined by Reserve Land Forces Regulations as: FTRS (HC) RSG is a subset of FTRS (HC) that is used for posts that require military continuity and expertise. It was introduced as the Army's FTRS replacement for the civil service Retired Officer and Military Support Function (MSF) schemes and is only open to Army officers and predominantly those who have had a full Regular Army career.</p> <p>Responsible for circa 400 tS OF3 spread across numerous locations. Must be comfortable to interact with all ranks from soldier to General.</p> <p>The incumbent will have direct and regular access to senior leaders but also to other principal staff officers MS Reps and subordinate commanders. Credibility and approachability are key - advice will invariably be difficult and the incumbent must have the confidence to understand when to step in and how to impart this advice. Tact is essential but this must be backed up by the determination to hold the line - protecting Commanders and Service People.]</p>		
Originator:		Appt:	E-mail:
Auth by 2nd RO:		Appt:	E-mail:
			Tel:
			Date:

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