

**[UNCLASSIFIED]**

<b>JOB SPECIFICATION (2015)</b>		<b>JSN</b>	
<b>Position Title</b>	DCOS	<b>Date Approved</b>	
<b>Unit</b>	Land Command and Staff College (LCSC), LWC	<b>Approved By</b>	
<b>Location</b>	Shrivenham	<b>TLB</b>	Army
<b>Establishment Type</b>	FTRS (HC)	<b>Rank/Grade</b>	OF3
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	Army/E2
<b>UIN/SLIM/JPA PID</b>	D0382A /2098280 /2180041	<b>Exch/NATO/JSRL No</b>	Nil
<b>Incumbent</b>	N/A	<b>Staff/Command</b>	Staff
<b>E-mail</b>	Jason.Buchanan943@mod.gov.uk	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	03001682800	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	Security Check (SC)	<b>Assignment Length</b>	36 mths
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Pers
1 <sup>st</sup> RO	COS (OF4)	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	Dir LCSC (OF6)	<b>Secondary Field</b>	Op Sp
3 <sup>rd</sup> RO	DLW	<b>Sub Field 2</b>	
<b>Unit Role:</b> LCSC delivers PME at the post-graduate and masters level, preparing officers for sub-unit command and staff roles from SO3 to SO1.			
<b>Position Role:</b> Principal staff officer responsible for planning, coordination & control of G1/G4/G6 matters for LCSC. This role is critical to the smooth running of the organisation.			
<b>Responsibilities:</b> [1. Principal staff officer for all support functions in HQ LCSC and key advisor to 1* Dir LCSC. 2. Lead HQ staff officer for application of personnel policy including: MS, discipline, Service Complaints and honours & awards. 3. Oversee LCSC annual assurance mechanisms and contractual arrangements. 4. Lead LCSC information management processes and assurance. Working closely with COS to maximise information exploitation. 5. Enable LCSC course delivery with support to exercises and training. 6. Lead the implementation of the HQ LCSC Op TEAMWORK action plan. 7. Line Manager and reporting officer for CS and military staff. 8. Deputise for COS as required.]			
<b>Pre Appt/Deployment Trg:</b> Active Bystander Fundamentals (Mandatory), Def Ac Equality, Diversity and Inclusion course (Mandatory), Protecting Personal Data (Mandatory)]			
<b>Domestic Considerations:</b> Nil			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Communication and Influence	Communication: effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.  Engaging Others: establishes connections and builds rapport to gain support and commitment from others.		
Adaptability and Initiative	Innovation and Initiative: adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.  Effective Intelligence: demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output.		
Delivering Results	Accountability: takes responsibility for work activities and achieves agreed commitments to a high standard for themselves and subordinates where applicable.  Information Management and Assurance: Manages and stores information efficiently; adheres to legal and regulatory requirements and processes to enable work outcomes whilst maintaining security.		
Teamwork and Collaboration	Working Together: promotes and generates cooperation to achieve collective outcomes.  Relationship Building: builds and maintains connections to create trusted working relationships.		

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<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>	
Military Quals	ICSC(L) or (LR)	Essential	Formal staff training essential for the role. Applicants with ICSC (LR) qualification would be requested to demonstrate additional staff work experience within civilian employment.	
Other Quals/Competencies	IT	Desirable	High competence in Microsoft Office applications a distinct advantage.	
Education	Degree	Desirable		
Language				
<b>Experience</b>				
Service/Arm/OGD	Army/Any			
Operational	N/A			
Staff	Bde HQ	Desirable	SG2 highly desirable – Bde exp at SO3 or IG2	
Command	Sub-unit	Desirable		
Fields/Trades	Personnel Policy	Desirable	Experience of G1 at unit or formation level highly beneficial	
Environments	N/A			
<b>Other Comments</b>	LCSC is a vibrant organisation delivering officer education at key career junctures to provide our people with the mental agility to win. The DCOS LCSC role is pivotal in a small and dynamic HQ to enabling this through G1, G4 and G6 support.  Options for some flexible working can be discussed as required.			
<b>Originator:</b> Lt Col JJ Buchanan		<b>Appt:</b> COS/LCSC	<b>E-mail:</b> jason.buchanan943	<b>Tel:</b> 03001682800
<b>Auth by 2<sup>nd</sup> RO:</b> Brig RRE Lindsay CBE		<b>Appt:</b> Dir/LCSC	<b>E-mail:</b> robin.lindsay608	<b>Date:</b> 10 Nov 22

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