NAVY PEOPLE TRAINING N9 – DEPUTY DIRECTOR AREA
TERMS OF REFERENCE - BR3 EDITOR|2005170

Unit & Position Role

Unit Function	People Strat and Pol
Position Role	**BR3 EDITOR|2005170**

Responsibilities

Working to N9 Head of People Strat and Pol the BR3 Editor's primary purpose is to be Sponsor Desk Officer and Editor for BRd 3 Vol 1.
Act as Subject Matter Expert/Point of Contact for Chapter 1 of BRd 3(1).
Provide advice as required to Navy People Training N9 – Deputy Director and other staff in the wider Navy Command HQ on Naval Human Resource Policy Management matters.
On behalf of Navy People Training N9 – Deputy Director (as BR 3 Sponsor), direct, co-ordinate and deliver the upkeep of BRd 3(1), directing updates via Points of Contact for individual Parts of BRd 3(1) as required.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
Have been a Commander RN or Lieutenant Colonel RM.		X	
Had experience of sea service		X	
Be Staff experienced.	ACSC		X
Have HR and/or Change Programme experience			X
MODNET		X	
MS Office		X	
Word User		X	
Excel User		X	
PowerPoint User		X	

Pre-Employment Training

Pre-Employment Training 1	Pre-Employment Training 1 Priority	Pre-Employment Training 2	Pre-Employment Training 2 Priority	Pre-Employment Training 3	Pre-Employment Training 3 Priority

Local Considerations

Domestic

Employer Comments
Elements of the position can be done by home working

JOB SPECIFICATION - GUIDANCE NOTES

Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.

Note	Field Title	Guidance
1	Rank	The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.
2	Org Unit, Type, UIN & TLB	The unit establishment on which the post is created, including the unit title, whether Permanent or Lifed/Temporary, the UIN and parent TLB, and work location for the post.
3	Exchange With	For use with international/NATO exchanges only – Exchange posts annotated in HQ Change PP
4	Service (Job) Domain	The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF). - Not applicable
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifted, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No) – Not applicable for HQ Change positions
6	Hiring Status	For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive)
7	Position Type, Status & EIT	Will be completed by Establishments staff based on information on EAF/TWRF – Not applicable
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF - Not applicable
9	Service Option	For use when post can be filled by more than one Service.
10	Career Field	For officer posts only. Use HQ Change PP to see the allocated CF . Guidance on CF can be found at Annex B below.
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C below - Not applicable
12	Talent Management	Not Applicable for RN at this time.
13	Tour Length & Handover	To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.
14	Operation type, Name & PID	Only to be used for posts on an Operational Establishment Table (OET)
15	Hierarchy Parent	The JPANs reflecting the 1st, 2nd and 3rd ROs for the post as defined in the Unit Hierarchy. Use HQ Change PP to find the JPANs of 1/2/3RO's.
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent. - Not applicable
17	Environment	Select from the following the value that best reflects the environment within which the post operates: **Environment** **Description** Army Army single-Service environments Military & Civilian Mixed military and civilian (e.g. MOD Head Office) Military Only Military only environments that do not match other

		values
	Multinational	Multinational (e.g. NATO or other international HQs or embassies)
	OGD	Other Government Departments (inc loans and secondments)
	RAF	RAF single-Service environments
	RM	RM single-Service environments
	RN	RN single-Service environments
	Tri-Service	Tri-Service joint environments
18	Min Med Standard	This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are: **Min Med Std** **Description** MFD Medically Fully Deployable MLD Medically Limited Deployable MND **Medically Non-Deployable (will be assumed to be the default unless otherwise specified)**
19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy. Use HQ Change PP to find the JPANs of child positions.
20	Preferred Gender	This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.
21	Career Management & Rotational Info	Use the HQ Change PP to complete all questions related to CM/Branch & Sec. **To assist CMs whilst the change from branch to Career Field employment embeds, please, where relevant, note (in the Alternative Branch) section which branch would traditionally have filled this post.**
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post that have already been agreed via Branch Managers and Pay Colonel Staff. See JSP 754 for guidance.
23	Unit & Position Info	Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.
24	Responsibilities	A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.
25	Competence Requirements	Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras JSP 755 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.
26	Pre-Employment Training	Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See JSP 755 paras 3.01 and 3.04 for guidance.
27	Domestic Considerations	Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel

		required, spouses' work restrictions etc.
28	Employer Comments	<mark>Additional context and information on factors such as home working, flexible working, requirement to travel/deploy.</mark>
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.

CAREER FIELDS – ADDITONAL GUIDANCE

CAREER FIELD DEFINITIONS

CAREER FIELD & DEFINITION	NOTES
Operations (Ops) Posts that are involved in the planning, direction, command and control, and execution of operations.	Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. PsyOps, Cyber, EOD, Media Ops, Influence Ops). Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.
Operational Support (Op Sp) Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations.	Includes those involved in collective training. Excludes posts that deliver the individual training of those forces as these belong in the Pers CF. Captures operational enablers eg Intelligence, Medical, Logistics and Infrastructure Support.
Personnel (Pers) Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of SP; and the technical delivery and assurance of personnel administrative policies.	Excludes collective training (Op Sp).
Defence Engagement (DE) Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations & corporate communications; and culture and language appointments).	Excludes those NATO posts (or from similar organisations) that are delivering Operations, Operational Support or Management of Defence functions. For example, those involved with the planning and execution of operations in a NATO HQ will sit in the Ops CF.
Management of Defence (MD) Posts that develop Defence and sS policy and strategy, manage at the military strategic level and	

deliver Departmental and TLB non-operational outputs.	
Capability & Acquisition (C&A) Posts that develop and execute capability and acquisition policy, strategy, planning and finance; infrastructure development; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects, engineering support and in-service capability management.	