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|  **JOB SPECIFICATION (2015)** | **JSN** |  |
| **Position Title** | SO1 RLC AAP | **Date Approved** | 5 May 23 |
| **Unit** | RLC  |  **Approved By** | Col RLC |
| **Location** | Worthy Down |  **TLB** | HQ Army  |
|  **Establishment Type** | FTRS (HC) |  **Rank/Grade** | Lt Col (OF4)  |
| **Establishment/OET Ref** |  | **Service/Type/Arm** | Army/E2/Any |
| **UIN/SLIM/JPA PID** | 2202080 | **Exch/NATO/JSRL No**  |  - |
| **Incumbent** | New Post | **Staff/Command**  | Staff |
| **E-mail** | TBC | **WTE/MSTAR** |  - |
| **Phone Number** | TBC | **Manning Priority** |  |
| **Security Status/Caveats** | SC | **Assignment Length** | 36 Months |
| **Reporting Chain** | Army | **Primary Career Field** | FTRS(HC) |
| 1st RO | Corps Colonel RLC | **Sub Field 1** |  |
| 2nd RO | HD Arms Svcs HC | **Secondary Field** | Personnel |
| 3rd RO |  |  **Sub Field 2** |  |
| Unit Role: SO1 RLC Army Apprenticeships is to advise upon, deliver and assure designated RLC personal on the apprenticeship and collaborate with SO2 Whole Life Development on creating a robust whole life development plan for the RLC.  |
| Position Role: Support the operation, generation, and assurance of the RLC Apprenticeship standards in line with the Army Apprenticeship programme.  |
| Responsibilities: 1. Act as the RLC Strategic lead for the RLC apprenticeship programme and provide SME advice and guidance to all key stakeholders.2. Work with the SO2 WLD to maintain a Wholelife Development Plan in accordance with the RLC Strategy. 3. Generate and operate the RLC Apprenticeships, ensuring compliance with internal and external assurance requirements and budgetary oversight across delegated funding lines.4. Lead for the quality assurance and improvement of the RLC Apprenticeships in accordance with OFSTED, ESFA and wider regulatory body direction and guidance5. Establish and maintain an RLC Apprenticeship Stakeholder and Customer network to support the delivery of the RLC Programme, including the Working and Steering Group.6. Lead for RLC Apprenticeships related internal training, communications, internal/external briefs, and presentations.7. Lead for the R2A requirements across the RLC Apprenticeships.8. Support Pers Pol, AHQ with the contracting process for RLC Service Providers and End Point Assessment Organisations.9. Sponsor new apprenticeship requirements through AAP SOP 16 new provision applications, in line with RLC whole life development strategy.10. Support the 3\* delivery of the wider Army Apprenticeship Programme 11. 2 RO for SO3 RLC Apprenticeships.12. Working in accordance with the Education Inspection Framework (EIF) and the Education and Skills Funding Agency (ESFA) funding rules for employer providers. This will include using appropriate data, learner satisfaction surveys and reports provided related to Army training and SP provision which supports Apprenticeship delivery.13. Ensure appropriate Health and Safety, Inclusivity and Diversity, Safeguarding and Prevent strategies are in place for the RLC Apprenticeship programme, whilst ensuring the programme meets the required standard. |
| **Pre Appt/Deployment Trg:** Nil |
| **Domestic Considerations:** Ideally, the successful candidate will be able to travel to Worthy Down on a regular basis to support the RLC apprenticeship programme Battle Rhythm. However, it is possible for work to be conducted remotely where necessary and by negotiation with HQ RLC. Candidates should be able to attend (virtually) meetings during the working week as required. The post is FTRS (HC) and therefore does not attract travel or subsistence. Accommodation may be available on an ad hoc basis in Worthy Down.  |
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| Adaptability and Initiative | Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the environment. |
| Problem Solving and Decision Making | Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk. |
| Breadth of Perspective | Considers the implications, both at a strategic or local level (officers), or at own level and above (other ranks), of actions and decisions whilst appreciating the broader context. |
| Delivering Results | Demonstrates accountability to achieve objectives, managing resources and information appropriately to meet demands, reviewing priorities as required. |
| **Education/Training** | **Type** | **Pri** | **Comments** |
| Military QualsOther Quals/Competencies | ICSC(L) | Desirable | Or equivalent |
| ACSC | Desirable | Or equivalent |
| Education | Degree or higher | Desirable |  |
| Service/Arm/OGD | Army/E2/Any |  |  |
| Operational | Any |  |  |
|  Staff | Any | Essential |  |
| Command | Sub-unit | Desirable |  |
| Fields/Trades | Pers | Essential |  |
| Environments | Training | Desirable | Experience of Apprenticeships, ITT, STT |
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| **Originator**: Col P Allen |  Appt: Col RLC | Allen, Patrick Col (RLC RHQ-RegtCol) Patrick.Allen373@mod.gov.uk  | Tel:  |
| **Auth by 2nd RO**: Brig A Potts |  Appt: HD Arms Svcs HC | Potts, Alex Brig (HC-ArmsSvcs-Hd) Alex.Potts982@mod.gov.uk  | Date: 10 May 23 |