

JOB SPECIFICATION (2010)		JSN	
Position Title	SO2 G1 MS (FTRS (HC))	Date Approved	
Unit	HQ 101 Op Sust Bde	Approved By	
Location	Aldershot	TLB	
Establishment Type	Established Post	Rank/Grade	
Establishment/OET Ref	44/1003450	Service/Type/Arm	
UIN/SLIM/JPA PID	A0829A/01354736/2037403	Exch/NATO/JSRL No	
Incumbent	Gapped	Staff/Command	
E-mail	101LogX-G1-MS-SO2	WTE/MSTAR	
Phone Number	94222 7511	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 <sup>st</sup> RO	COS, HQ 101 Op Sust Bde	Sub Field 1	
2 <sup>nd</sup> RO	Comd 101 Op Sust Bde	Secondary Field	
3 <sup>rd</sup> RO	GOC 3 (UK) Div	Sub Field 2	
<b>Unit Role:</b> Prepare 101 Log Bde FE@R in role for operations, in order to contribute to UK military capability.			
<b>Position Role:</b> Principle MS staff officer responsible for all MS staff work within 101 Op Sust Bde.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Principle staff officer responsible for all MS within the Bde.</li> <li>2. Write the Bde MS Directive, provide Tri Service MS advice and guidance to the Comd, Comd Gp and subordinate units. Receipt, interpretation and dissemination of all Tri Service MS policy matters.</li> <li>3. Management of Bde grading boards, BBNs, JSs and LF Prioritisation submissions.</li> <li>4. Lead staff officer for Military and Civil Honours and Awards.</li> <li>5. Ensure that deadlines for all MS functions are met and paperwork is complete to be passed to the relevant Higher Formation or APC.</li> <li>6. Oversight for the AR process to ensure established deadlines are met; direct and monitor processing of ARs at subordinate levels..</li> <li>7. All other tasks as directed from the Comd Gp.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> MS Reps Course			
<b>Domestic Considerations:</b> FTRS (HC) TACOS apply			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Adaptability and Initiative	Effective Intelligence Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output.		
Teamwork and collaboration	Relationship Building Builds and maintains connections to create trusted working relationships		
Communication and Influence	Engaging Others Establishes connections and builds rapport to gain support and commitment from others.		
Delivering Results	Achieving Results Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ICSC (L) / (LR)	Essential	Must have completed formal staff training
Other Quals/Competencies	MS Reps course	Desirable	Can be completed in post
Education			
Language			
<b>Experience</b>			
Service/Arm/OGD	Any	Essential	Must have Regular KSE in the MS role. 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	Essential	A wide range of staff experience at Gde 2 is essential.
Command	Sub - Unit	Desirable	Understand MS challenges facing Comds at all levels
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. Must have experience working with the Army Reserve
Environments	Field Force	Desirable	Bde level staff experience highly desirable.
<b>Other Comments</b>			

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

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<b>Auth by 2<sup>nd</sup> RO:</b> Brig P Reehal MBE	<b>Appt:</b> COMD	<b>E-mail:</b> 101LOGX-CGP-COMD	<b>Date:</b> 27 Sep 22