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| **JOB SPECIFICATION (2010)** | | | | | | **JSN** | **N/A** | |
| **Position Title** | RF&C Emp Engt SO1 | | | | | **Date Approved** | Jun 23 | |
| **Unit** | Defence People | | | | | **Approved By** | Hd Reserves | |
| **Location** | MOD Main Building | | | | | **TLB** | HOCS | |
| **Establishment Type** | FTRS(HC) | | | | | **Rank/Grade** | OF4 | |
| **Establishment/OET Ref** |  | | | | | **Service/Type/Arm** | Army | |
| **UIN/SLIM/JPA PID** | D0905A / 01347103 / 1910648 | | | | | **Exch/NATO/JSRL No** | No | |
| **Incumbent** | Lt Col M H Williams RTR | | | | | Staff/Command | Staff | |
| **E-mail** | Mark.williams288@mod.gov.uk | | | | | WTE/MSTAR | No | |
| **Phone Number** | 0300 169 4243 | | | | | **Manning Priority** | N/A | |
| **Security Status/Caveats** | SC | | | | | **Assignment Length** | 2 Years | |
| **Reporting Chain** |  | | | | | **Primary Career Field** | Personnel | |
| 1st RO | A Hd EE|1895307 | | | | | **Sub Field 1** | Policy Plans | |
| 2nd RO | Hd Reserves|1895304 | | | | | **Secondary Field** | Defence Engagement | |
| 3rd RO | ACDS RC|1910657 | | | | | **Sub Field 2** | Policy Plans | |
| **Unit Role:** Reserve Forces & Cadets (RF&C) develops the Defence strategy and policy for Reserves, Cadets and provides specialist advice to Ministers, MoD staff branches and the Services on Reserve forces issues. | | | | | | | | |
| **Position Role:** Lead for Employer Engagement Policy, Employer Notification, Employer Support, assurance of DRM Grant in Aid for DRM outputs. | | | | | | | | |
| **Responsibilities:**  1.Develop EE policy in support of Defence People objectives, incl liaison with a wide spectrum of colleagues including other policy teams in MOD, sS, DRM, RFCAs, CRFCA and employer representative bodies such as the Federation of Small Businesses, Institute of Directors, British Chamber of Commerce, and ERS Gold Award Association.  2. Provide policy advice on EE (incl Armed Forces Covenant) to Ministers, RF&C and CDP colleagues, sS and Defence Relationship Management (DRM). Branch lead for Ministerial submissions.  3. Manage the MOD grant in aid (GiA) for EE delivery on behalf of Hd Res as SRO: c£5M budget reported on quarterly, inc ABC planning, in-year adjustments and delivery of necessary measures to achieve Year-End targets (to include attending GGMF training and achievement of licence to practice).  4. Monitor the EE Service Level Agreement with CRFCA. Scrutinise DRM/Regional performance against the policy framework and SLA objectives/targets.  5. Lead for policy and strategy execution of Employer Support activity; own, develop, staff and advise on JSP766 and associated reviews.  6. Lead on Employer Notification policy; write and staff annual Employer Notification Directive, collate annual returns and report to 2\*.  7. Planning and delivery of key national engagement events e.g Reserves Day, symposia, engagement conferences (through DRM).  8. Oversee secretariat function for 2\* Employer Engagement Executive Group (E3G) and any associated working groups. | | | | | | | | |
| **Pre Appt/Deployment Trg:** N/A | | | | | | | | |
| **Domestic Considerations:** Post is based in MOD Main Building but degree of hybrid working can be supported with prior agreement with 2RO. | | | | | | | | |
| Performance Attributes | **Priority Component Features** | | | | | | | |
| Professional Effectiveness | Must be comfortable operating in a high tempo, high-profile policy area and be able to deliver effective solutions at pace, gaining trust of stakeholders. Strong verbal and written communications required. Must be numerate and accounts literate. | | | | | | | |
| Effective Intelligence | Must be capable of creating effective solutions to complex problems Makes timely decisions authoritatively and with consideration of priorities and impacts, at various organisational levels. | | | | | | | |
| Communication and Influence | Must be credible and confident briefing up to 3\* and ministerial level. Identifies key stakeholders and considers differing perspectives of others. Establishes connections and builds rapport to gain support and commitment from others. | | | | | | | |
| Adaptability and Initiative | Demonstrates mental agility to assimilate complex or multiple pieces of information. Adapts own behaviour in response to new information or changing conditions. | | | | | | | |
| Education/Training | **Type** | | **Pri** | | Comments | | | |
| Military Quals | ACSC or ACSC(R) | | Essential | | Must be capable of delivering high quality staff work at pace. | | | |
| Other Quals/Competencies | GGMF | | Desirable | | Practitioner and licence to practice required to oversee performance of Grant in Aid (can be done in post). | | | |
| Education |  | |  | |  | | | |
| Language |  | |  | |  | | | |
| Experience |  | |  | |  | | | |
| Service/Arm/OGD | Any | |  | |  | | | |
| Operational | Staff | | Desirable | | Operational experience desirable in order to have credibility with employers of reservists. | | | |
| Staff | Joint | | Desirable | | SO1 experience of HOCS or formation HQ working, and/or in a joint environment is desirable. | | | |
| Command | Any | | Desirable | | Sub-Unit or Unit command. | | | |
| Fields/Trades | DE/Pers | | Desirable | | Experience of Employer Engagement | | | |
| Environments | MOD | | Essential | | Must be comfortable working independently and 3\*/2\* | | | |
| **Other Comments** | This post would best suit an experienced 2nd/3rd tour SO1. Must have credibility and capacity to work collaboratively in environment where informal lines of authority are often more important than the organisational hierarchies. Previous MOD experience highly desirable. | | | | | | | |
| **Originator:** Col D McKeown | | **Appt:** AH EE | | **E-mail:**damian.mckeown727@mod.gov.uk | | | | **Tel:** |
| **Auth by 2nd RO:** Brig DC Wakefield | | **Appt:** Hd Res | | **E-mail:**david.wakefield641@mod.gov.uk | | | | **Date:** May 23 |