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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
1 <sup>st</sup> RO	A Hd EE 1895307	Sub Field 1	Policy Plans
2 <sup>nd</sup> RO	Hd Reserves 1895304	Secondary Field	Defence Engagement
3 <sup>rd</sup> RO	ACDS RC 1910657	Sub Field 2	Policy Plans
<b>Unit Role:</b> 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.			
<b>Position Role:</b> Lead for Employer Engagement Policy, Employer Notification, Employer Support, assurance of DRM Grant in Aid for DRM outputs.			
<b>Responsibilities:</b> 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.			
<b>Pre Appt/Deployment Trg:</b> N/A			
<b>Domestic Considerations:</b> Post is based in MOD Main Building but degree of hybrid working can be supported with prior agreement with 2RO.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
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.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ACSC or ACSC(R)	Essential	Must be capable of delivering high quality staff work at pace.

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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			
<b>Experience</b>			
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*
<b>Other Comments</b>	This post would best suit an experienced 2 <sup>nd</sup> /3 <sup>rd</sup> 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.		
<b>Originator:</b> Col D McKeown		<b>Appt:</b> AH EE	<b>E-mail:</b> damian.mckeown727@mod.gov.uk
<b>Auth by 2<sup>nd</sup> RO:</b> Brig DC Wakefield		<b>Appt:</b> Hd Res	<b>E-mail:</b> david.wakefield641@mod.gov.uk
		<b>Tel:</b>	<b>Date:</b> May 23

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