

# JOB SPECIFICATION TEMPLATE

## Engineering Support, Centre of Expertise Assistant Head

[ For Army and RAF posts only] SLIM No:

### Position Details

Rank	OF4	Org. Unit	Programme Director Support Transformation ABW	UIN	D1995D
Upper Lower Rank	Cdr	Org. Type		Exchange With	N/A
Service (Job)	Eng	TLB	B00	Location	Abbey Wood, Bristol
Start Date for Position	01 Dec 21	Proposed End Date for Position	31 Dec 24	Workforce Requirement Driving	N
Hiring Status	Note 6	Position Status	Note 7	Position Type	Note 9
Person Category	FTRS LC	Position Status EIT		Service Option	Navy
Domain	Eng	Career Field	Eng	Sub Career Field	Not Specified
Talent Management	Note 12	Tour Length	36	Handover	1 week
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	EST 1* (yet to be established)	Hierarchy Parent 2	Dir DSpTx – JPAN 2104374	Hierarchy Parent 3	TBC
Incumbent	N/A	Incumbent Future Availability Date	N/A	Environment	Military & Civilian
Minimum Medical Standard	MLD	Child Positions	Not yet established	Preferred Gender	N/A

### Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
Branch/Arm/Group	Main Trade	Sub Regt/Corp	

### Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3

### Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5

## Unit & Position Role

Unit Function	<p>DefSp Pillar assistance role will sit within the Engineering Support Centre of Expertise (CoE), this team is part of a wider portfolio, Engineering Support Transformation. The Engineering Support (EngSp) CoE is a lifed team of 3 years and provides the EngSp expertise across Defence Support (DefSp) by providing the delivery of EngSp outputs across the organisation. Subsequently the team will identify the key tasks, activities and outputs that DefSp require EngSp SQEP for, as well as provide EngSp coherence through governance forums and engagement with TLBs and EOs. This contributes to the long-term goal of identifying where EngSp should be embedded within DefSp in the future.</p> <p>The DefSp assistance role will proactively provide EngSp outputs and assistance to DefSp teams (where required) based on prioritisation of tasks identified and demand from DefSp teams contributing to the delivery of Support outputs.</p>
Position Role	Engineering Support, Centre of Expertise Assistant Head – OF4

## Responsibilities

Provide EngSp input to Requirements investigations, EngSp conscience to future programmes, capabilities & capability requirements & EngSp input to management of cyber risk
Actively scan for emerging technology & potential legislation changes that will impact DefSp.
Provide the EngSp input to develop the Innovation, Research and Innovation (IRE) plan, reviewing and assuring EngSp elements for proposals.
Provide the EngSp input to Support Career pathways, Support opportunities as well as strategic workforce planning activities
Provide EngSp input to future architecture through knowledge of technical EngSp IS information to create a roadmap for future investments.
Provide EngSp input to capability audits & investigations, developing innovation, research & experimentation priorities as well providing EngSp for the ETLS aspects of the Support Inform area
Provide EngSp input for Planning for Operations & inputs for MoD HO strategic direction as well as establishing & developing the EngSp International Engagement for DefSp

## Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
Note 25 (standard training / command courses (ICSC) / SC clearance etc.) (Operational experience / support taskforce)			
NSV Security Security Check Joint No		Y	

## 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
Note 26					

## Local Considerations

### Domestic

Abbey Wood has no Mess facilities.

Personnel serving on FTRS(LC) TCoS are eligible to occupy Single Living Accommodation (SLA) if available, at entitled rates. However, due to a severe shortage, it is unlikely that accommodation will be available at MOD Abbey Wood.

### Employer Comments

This role requires an individual with a strong 'Support' background with up-to-date operational expertise, ideally in a Joint environment.

SECURITY CLASSIFICATION (Note 29)

## 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 and will therefore provide the basis for completion of the TWRF. 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 Lived/Temporary, the UIN and parent TLB, and work location for the post.
3	Exchange With	For use with international/NATO exchanges only
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).
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lived, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No)
6	Hiring Status	For use by single-Service establishment administrators to indicate 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.
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF.
9	Service Option	For use when post can be filled by more than one Service
10	Career Field	For officer posts only. See guidance at Section 2 and Annex B above.
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C above.
12	Talent Management	To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable.
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 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> ROs for the post as defined in the Unit Hierarchy.
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent.
17	Environment	Select from the following the value that best reflects the environment within which the post operates: <b>Environment      Description</b>

		Army Military & Civilian Military Only  Multinational  OGD  RAF RM RN Tri-Service	Army single-Service environments Mixed military and civilian (e.g. MOD Head Office) Military only environments that do not match other values Multinational (e.g. NATO or other international HQs or embassies) Other Government Departments (inc loans and secondments) RAF single-Service environments RM single-Service environments RN single-Service environments 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: <table><tr><th>Min Med Std</th><th>Description</th></tr><tr><td>MFD</td><td>Medically Fully Deployable</td></tr><tr><td>MLD</td><td>Medically Limited Deployable</td></tr><tr><td>MND</td><td>Medically Non-Deployable (will be assumed to be the default unless otherwise specified)</td></tr></table>		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)
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19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy.									
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	For single-Service use.									
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion.									
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 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.									
26	Pre-Employment	Detail and duration of any pre-employment training required to equip									

	Training	the individual for the post. Include any individual pre-deployment training required. See 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	Additional context and information on factors such as temporary changes or future workstrands, eg a location move, policy review, overseas deployment/travel etc. This section is also to be used to express additional criteria applicable to the selection, including essential and desirable criteria.
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.