

JOB SPECIFICATION ACLO

Unit Function	To provide the assured delivery of all activity aimed at recruiting high quality people in sufficient numbers to maintain the Operational Capability of the Royal Navy, Royal Marines, Royal Fleet Auxiliary and the Maritime Reserves, today and in the future.
Position Role	Area Careers Liaison Officer

Responsibilities

Stimulate potential candidates and their influencers in educational establishments interest in a career in the RN/RM as an employer of first choice.
To assess the suitability of officer candidates by conducting career discussions and redirecting unsuitable candidates to AFCO staff for alternate entry options.
Counsel potential officer candidates for entry into the RN/RM and prepare them for attendance at the AIB, RM POC and FATs.
Maintain an ongoing programme of school and university visits within recruiting area.
Oversee and advise AFCO staff with respect to the officer recruitment process.
Host and accompany candidates on Potential Officer Visits / Courses and Ship's visits.
Attend the AIB and CNR every 6 months to ensure currency.
Manage and maintain officer candidate applications using the candidate management system, action tasks allocated to the ACLO and conduct the required first party audits of officer candidates.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
NSV Security Security Check Joint No		Y	
UK Civilian driving license		Y	
CRB Check (Enhanced)/England and Wales Joint		Y	
Guidance & Training Module (GTM) Navy		Y	
Recruiting Foundation Module (RFM) Navy		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
Guidance & Training Module (GTM) Navy	High	ACLO course	High	DRS training	High
Recruiting Foundation Module (RFM) Navy					

Local Considerations

Domestic
Requirement to travel for outreach and professional development.
Employer Comments
The Royal Navy is going through a Transformation programme and this will include changes to the way Recruiting Field Force (RFF) works. Whilst the current situation has the RFF based in and around regional AFCOs this may change in the future and specifically during the period of this FTRS commitment. Personnel may be required to undertake Alternative Working Arrangements (AWA) including Remote Working (RW - includes but not limited to home working (JSP 750)), travel to a regional recruitment admin hub (including overnight travel) and / or working from an alternative Defence location.