

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	
Position Title	SO2 Maritime Customer Support Team	Date Approved	1 Nov 21
Unit	DIO	Approved By	
Location	HMNB Portsmouth	TLB	DIO
Establishment Type	Established Post	Rank/Grade	Lt Cdr OF3
Establishment/OET Ref		Service/Type/Arm	XELSRM
UIN/SLIM/JPA PID	D0792A/ xxxxx/1679959	Exch/NATO/JSRL No	Nil
Incumbent		Staff/Command	Nil
E-mail		WTE/MSTAR	Nil
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Service	Primary Career Field	Capability & Acquisition
1 st RO	SO1 CST Mar	Sub Field 1	Infrastructure
2 nd RO	DHd CST	Secondary Field	Operational Support
3 rd RO	DS&P	Sub Field 2	Infrastructure
Unit Role: Focus and improve DIO support to the FLCs, other TLBs and MOD Centre in the strategic management of the infrastructure assets required to deliver Defence outputs.			
Position Role: DIO desk lead and TLB Interface working in close collaboration with the DIO's regionally-focused delivery directorates and functional areas as well as an internal network of SMEs to enable informed, coherent planning and optimised delivery of TLB infrastructure requirements.			
Responsibilities:			
<ol style="list-style-type: none"> 1. Provide strategic advice, insight, and support to DIO to facilitate Navy, DE&S and SDA portfolio definition, balance of investment decisions, infrastructure strategies and long-term plans. 2. Support TLBs in constructing Command Infrastructure Development Plans for their respective 'Major Projects and Programmes' and 'Regional Delivery' Programmes of Work. 3. Support TLB planning through the ABC process, provide DIO input into options and facilitate information to inform balance of investment decisions. 4. Support TLB infra teams in developing DIO's awareness of key sites and projects, so that the TLBs priorities are represented within DIO. 5. Monitor DIO delivery within governance structures to ensure activity remains on track to deliver the necessary agreed outputs in the agreed time/cost parameters. 6. Facilitate the delivery of TLBs' Infra portfolios by supporting effective change processes and clear communication between TLBs and DIO. 7. Manage the governance framework at Infrastructure Portfolio Progress Group level, co-ordinate battle rhythms and documentation and act as Secretary for senior Infrastructure meetings. 			
Pre Appt/Deployment Trg: Management of Portfolios (MOP) within the first six months of employment. Awareness of APMP and Managing Successful Programmes (MSP) is desirable.			
Domestic Considerations: Based in Portsmouth but Hybrid working encouraged.			
Performance Attributes	Priority Component Features		
Communication and Influence	Transfers thoughts and ideas, listens to and engages others to gain the necessary support and commitment to build networks, develop new ways of working and achieve outcomes.		
Awareness and Understanding	Comprehends the structures, interactions, ways of working and cultures of both military and civil service colleagues throughout Navy, DE&S and across the breadth of DIO.		
Adaptability & Initiative	Learns and changes behaviour to suit different or demanding circumstances, responding effectively to the different TLB environments.		
Breadth of Perspective	Considers the implications, both at a strategic or local level, of actions and decisions whilst appreciating the broader context.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies			
Education	ICSC(M)	Desirable	An understanding of staff duties and cross TLB working is desirable.
Language			
Experience			
Service/Arm/OGD	Navy	Essential	Experience of Navy organisation and activity is essential.
Staff			
Command	Sub-Unit	Desirable	

[UNCLASSIFIED]

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

[UNCLASSIFIED]

Fields/Trades	Capability & Acquisition	Desirable	Experience in programme management and procurement desirable.	
Environments	DIO /Navy/DE&S	Desirable	Previous infra experience is desirable .	
Other Comments		Experience of ABC planning would be useful supporting experience.		
Originator: [Cdr R Hulse]	Appt: [SO1 Mar and DE&S CST]	E-mail: Rebecca.hulse209@mod.gov.uk	Tel:	
Auth by 2nd RO: [Capt I Teideman]	Appt: [DHd CST]	E-mail: lan.Teideman265@mod.gov.uk	Date: [1 Nov 21]	

[UNCLASSIFIED]