

JOB SPECIFICATION (2010)		JSN	
Position Title	AH WF Terms of Service	Date Approved	
Unit	Personnel Policy Branch	Approved By	
Location	Army HQ, ANDOVER	TLB	
Establishment Type	FTRS (HC) (RSG)	Rank/Grade	
Establishment/OET Ref	05/7266	Service/Type/Arm	
UIN/SLIM/JPA PID	A2226A / 01172720 / 2082467	Exch/NATO/JSRL No	
Incumbent	Col GK Gibbs	Staff/Command	
E-mail	Graham.gibbs788@mod.gov.uk	WTE/MSTAR	
Phone Number	94392 7650	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain		Primary Career Field	
1 st RO	Hd Pers Pol (Army)	Sub Field 1	
2 nd RO	D Pers	Secondary Field	
3 rd RO	DCGS (if required)	Sub Field 2	
Unit Role: Personnel Policy (Army) develops, directs and assures coherent Personnel Policy in order to sustain and enhance the operational effectiveness of the British Army.			
Position Role: Lead the Workforce Terms of Service policy team, with direct responsibility for ToS of Regular OF5 - OF9 and Honorary Appointments.			
Responsibilities: 1. Lead the development, implementation and assurance of workforce terms of service (ToS) policies for Reg/Res/Oftrs/Sldrs. 2. Develop and align workforce policy with legislation to meet Army requirements, including supporting Prog CASTLE initiatives into service. 3. Focus for Tri Service ToS policy issues in conjunction with CDP staff. 4. Give advice and decisions to casework spanning discharges, extensions, PQs, FOI requests, Service Complaints and other matters. 5. Advise on casework for OF5 - OF9 including support to MS Gen on transition to retirement. Authority for extensions in service for OF5 - OF9. 6. Provide advice on all matters concerning ToS policy for OF5 - OF9, Honorary Colonel and Colonel Commandant appointments. 7. Member of the Army Employment Board, advisor to No.2 and No.1 Boards and member of AMS PQO officer Regular and Reserve selection boards. 8. Command, train, develop and appraise mixed WF type (Reg/Res/FTRS) team (1 x SO1, 5 x SO2s).			
Pre Appt/Deployment Trg: APC boarding pre-training			
Domestic Considerations: Hybrid working (WFH and in office) in line with Army HQ ways of working encouraged.I			
Performance Attributes	Priority Component Features		
Awareness and Understanding	Broad and practical understanding of personnel policy, able to assimilate detail and grasp nuance and intent and apply sound military judgement.		
Communication and Influence	Must communicate clearly and accurately and, at times, robustly and diplomatically orally and in writing. Persuasive briefing skills up to 4* level.		
Breadth and Perspective	Understand the impact of Pers Policy revision and anticipate and deal with unexpected outcomes. Able to assess the impact on individuals.		
Problem Solving and Decision Making	Understand the Army staffing process and effectively engage with stakeholders to resolve difficult and finely balanced personnel issues.		
Education/Training	Type	Pri	Comments
Military Quals	Pscj/AADP	Desirable	Must be able to sustain a high tempo of varied and technical staff work at pace.
Other Quals/Competencies			
Education			
Language			
Experience			
Service/Arm/OGD	Army	Desirable	Experience of Regular service highly desirable.
Operational	RD, Comd and Staff	Desirable	Regular service
Staff	3* HQ or above	Desirable	Grade 1 staff minimum requirement

Command	Unit	Desirable	To have credibility when briefing existing and creating new policy.	
Fields/Trades	Pers	Essential	APC, MS, Pers or G1 experience highly desirable.	
Environments	AHQ, MOD	Desirable	3 or 4* HQ experience beneficial	
Other Comments	AH WF ToS has been born out of AOM enforced reductions and will effectively be required to deliver a large proportion of the functions currently delivered by a Regular OF5. It will be one of the 5 x AHs within Pers Pol, the other 4 are Regular OF5s. This critical FTRS role will lead a team (including Regular WTE SO1/SO2 staff and other WF types) and be responsible for engaging routinely with Senior Officers on Terms of Service policy development as well as on individual casework.			
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Auth by 2 nd RO: Maj Gen P Griffiths		Appt: D Pers	E-mail: paul.griffiths132@mod.gov.uk	Date: 7 Nov 22