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JOB SPECIFICATION (2010)		JSN	
Position Title	SO3 G1/G4	Date Approved	
Unit	HQ ITG	Approved By	
Location	Alexander Bks, Pirbright, WOKING, Surrey	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	05 7134	Service/Type/Arm	
UIN/SLIM/JPA PID	A5371E/00398555/JPA PID 1719457	Exch/NATO/JSRL No	
Incumbent	Capt A Cregg PWRR (FTRS)	Staff/Command	
E-mail	ITG-HQ-SO3-G1/G4	WTE/MSTAR	
Phone Number	94211 5232)	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Army	Primary Career Field	
1 st RO	COS	Sub Field 1	
2 nd RO	CITG	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Unit Role: To deliver trained and motivated soldiers to trade training and the Field Army.			
Position Role: G1 G4 SO3 with responsibility for the formulation, implementation and management of policy. Lead for the G1 and G4 brief for Initial Training Group with particular focus in personnel, discipline, welfare and health alongside ES/GS and infrastructure support areas.			
Responsibilities:			
1. Implementation of G1 policy and management of unit discipline, including Service Complaints, in conjunction with HQ ARITC.			
2. Formulation of H&S policy and strategy as directed by HQ ARITC.			
3. Responsible for delivery of E&D Policy, including climate assessments, and the management of IIP within ITG.			
4. Briefing CITG and HQ ARITC on discipline issues/incidents involving ITG personnel and liaison with the RPOc as appropriate.			
5. Act as POC for Respect for others Trg and Mental Fitness Training .			
6. Providing strategic overwatch of ITG WISMIS, PAPMIS and PAP 10 processes.			
7. Focus for delivery, within ITG, of compliance with all G4 Log Policy and resolution of supply chain issues.			
8. Staffing/processing selected categories of applications for discharge of recruits and Res SP.			
Pre Appt/Deployment Trg: Care of Trainees (CoT) Cse (ASLS). H&S and E&D Course, Climate Assessment Course			
Domestic Considerations:			
Performance Attributes	Priority Component Features		
Adaptability and Initiative	Ability to organise and plan priorities efficiently and effectively. Must have good organisational and planning skills, be responsive to change and innovative.		
Awareness and Understanding	Post requires a high grade officer who can think and plan ahead, balancing competing requirements for resources, be proactive whilst protecting the ethos of Army training.		
Problem Solving and Decision Making	The incumbent must use available information and limited resources to arrive at sound, timely decisions and prioritise work to achieve results..		
Communication and Influence	Able to deal effectively and persuasively with superiors and peers alike, particularly when competing priorities exist but remaining mindful of wider and higher ITG issues. Must be approachable, an opinion former, good listener and able to communicate effectively and concisely orally and on paper.		
Education/Training	Type	Pri	Comments
Military Quals			FTRS appointee
Other Quals/Competencies			
Education			.
Language			
Experience			
Service/Arm/OGD	FTRS (OF2)	Essential	Ideal post for LE or DE.
Operational			
Staff	Grade 3	Essential	G1 experience essential
Command			
Fields/Trades	Pers	Essential	Sub Fd: Log
Environments	Training Estb	Desirable	Some previous service in ARITC Ph1 establishment desirable

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

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Other Comments	This FTRS post requires an experienced offr who has ideally filled a RD RCMO appt in either a unit or Ind Sub Unit. Primary responsibility is for G1 Discipline but also requires a good knowledge of G4 Infra/Log. Ideally suited for a mature, experienced and proactive offr, LE or DE. Must inspire confidence while being diplomatic and tactful. An ability to garner support through building of relationships, particularly with COs, Seconds in Command and superior HQ's staff is critical to success.		
Originator: Maj K Morris	Appt: DCOS	E-mail: ITG-HQ- DCOS	Tel: 1980656516
Auth by 2nd RO: Brig Taylor	Appt: CITG	E-mail: ITG HQ-COMD	Date: Oct 22

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