

JOB SPECIFICATION IM & EST COORD - 2137597

Unit & Position Role

Unit Function	To Militarise and Marinise. Turning civilians into sailors to meet the future needs of a modern Royal Navy.
Position Role	The Post Holder's primary purpose is to ensure the Establishment adheres to IM Policy and r) is accountable for information processes in the organisation. They advise and support the Senior Information Officer (SIO) and are responsible for ensuring that information is being captured, stored, distributed, used, retained, and eventually disposed of, in accordance with the law, MOD policy and guidance as well as local instructions. The incumbent Whether in operational or administrative environments, good exploitation of information dep is also responsible for ensuring all IT services are Delivered, Maintained and Managed to maintain all outputs. This includes the provisioning of new capabilities through formal process as required. As a member of the Executive team, support will also be provided as required to the Executive chain of command as required.

Responsibilities

Act as the IS Key Customer for HMS RALEIGH and BRNC.
Act as System Manager for the Training IS Network in HMS RALEIGH.
Represent HMS RALEIGH and BRNC at the NC ISKC Forum and Act as the Navy-IS representative for enforcement of IS Policy
Act as site lead for DII(F) for HMS RALEIGH and BRNC including the roles of Local Security Officer and Authorised Demander as required.
Undertake all IS procurement for HMS RALEIGH and BRNC
Act as Information Manager for HMS RALEIGH.
Undertake the IS requirement for projects within HMS RALEIGH and BRNC.
Act as focal point for all IS matters within HMS RALEIGH and BRNC.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
IMgr Course, Classroom based, Defence Academy Shrivenham. Defence Academy Course Info		x	
MOD mandated and core training (available through the Defence Learning Environment or Civil Service Learning Portal)		x	
Must be fully conversant in JSP 441			x

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

Local Considerations

Domestic
Incumbent will be employed as the Site lead for all aspects of CIS and be responsible for liaising between Navy Digital, Defence Digital and the user to ensure services are delivered to support training output. They will be required to provide support from 0800 – 1630 daily and outside of these hours if required to support the restoration of lost or new services being delivered. The incumbent will also keep Officer of the Day duties and support Ceremonial duties.
Employer Comments