

## JOB SPECIFICATION TEMPLATE

Profile of Position: **J5 Plans SO2 F|1708308**  
[ For Army and RAF posts only] SLIM No: 725430 **JRL 4070**

### Position Details

|                          |                       |                                    |                           |                               |                 |
|--------------------------|-----------------------|------------------------------------|---------------------------|-------------------------------|-----------------|
| Rank                     | OF3                   | Org. Unit                          | PJHQ (UK) J5              | UIN                           | D0625K          |
| Upper Lower Rank         |                       | Org. Type                          | SE                        | Exchange With                 |                 |
| Service (Job)            | Joint                 | TLB                                | B00                       | Location                      | Northwood       |
| Start Date for Position  | N/A                   | Proposed End Date for Position     | N/A                       | Workforce Requirement Driving | Yes             |
| Hiring Status            | Active                | Position Status                    | Valid                     | Position Type                 | Shared          |
| Person Category          | UKTAP                 | Position Status EIT                |                           | Service Option                | Rot Tri-Service |
| Domain                   | E2                    | Career Field                       | Operations                | Sub Career Field              | Not specified   |
| Talent Management        |                       | Tour Length                        | 24                        | Handover                      | 1 week          |
| Type of Operation        |                       | Operation Name                     |                           | Operation PID                 |                 |
| Hierarchy Parent 1       | J5 PLANS SO1 C 624614 | Hierarchy Parent 2                 | J5 PLANS DACOS C  1624614 | Hierarchy Parent 3            | ACOS J5 1058645 |
| Incumbent                | Maj Matthew Simister  | Incumbent Future Availability Date | 01 Aug 22                 | Environment                   | Combat          |
| Minimum Medical Standard |                       | Child Positions                    |                           | Preferred Gender              |                 |

### Career Management and Rotational Information

| Position CM Desk | Service (CM) | Applicable From | Applicable To |
|------------------|--------------|-----------------|---------------|
| SO2 Ops          | Army         | 15 Jan 20       | 14 Aug 22     |
| Branch/Arm/Group | Main Trade   | Sub Regt/Corp   |               |
| E2               |              |                 |               |

### Alternative Branch or Trade

| Alternative 1 | Alternative 2 | Alternative 3 |
|---------------|---------------|---------------|
|               |               |               |

### Specialist Pay

| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |
|------------------|------------------|------------------|------------------|------------------|
|                  |                  |                  |                  |                  |

## Unit & Position Role

|               |  |
|---------------|--|
| Unit Function | Command and control of assigned forces deployed on Joint Operations.   |
| Position Role | Conducts Joint Operational Planning for current and contingent operations in Indo-Asia Pacific, working closely with other HQs, divisions/units, Partners Across Government, and nations, as required. |

## Responsibilities

|   |
|---|
| 1. Conduct Joint Operational Planning for Broader Middle East (BME) Region  |
| 2. Coordinate BME Contingent Planning Teams in support of DCMO as required.   |
| 3. Monitor situational developments across the area of interest and assess the operational implications for the UK.               |
| 4. Conduct campaign monitoring and evaluation of ongoing operations and campaigns in BME as directed by SO1 J5 BME /DACOS J5 BME. |
| 5. Compile and update Joint Planning Guides, Joint Contingency Plans and Operational Directives.                                  |
| 6. J5 country lead for Bahrain and Qatar. Interface with and advise MOD and sS desk leads.  |
| 7. Deputise for SO1 J5 BME and DACOS J5 BME as required.  |

## Competence Requirements

| Competence - Full Name                  | Proficiency Level | Essential | Acquired |
|---|-------------------|-----------|----------|
| NSV Security Developed Vetting Joint No |                   | Y         | N        |
| Experience GDE 2 STAFF Army             |                   | N         | Y        |
| Experience CBT STAFF Army               |                   | N         | 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 |
|---------------------------|------------------------------------|---------------------------|------------------------------------|---------------------------|------------------------------------|
| ICSC                      | Essential                          | JOPC                      | Essential                          |                           |                                    |

## Local Considerations

|  |
|--|
| Domestic   |
| An incumbent not residing at Northwood may be required to remain in the local area on call for protracted periods when operational requirements dictate.   |
| Employer Comments  |
| <ul style="list-style-type: none"> <li>DV is an essential pre-requisite for this post which the selected individual must have on arrival.</li> <li>Ops KSE essential, ideally Ops/Plans roles in Joint and/or Multinational HQs. MOD SPO KSE desirable.</li> <li>Current incumbent is PJHQ J5 Desk Officer for BME, but all J5 post are subject to adjustment in geographic/thematic focus subject to operational priorities.</li> <li><b>Responsibilities above are current and have not yet reflected on JPA.</b></li> </ul> |

OFFICIAL

## JOB SPECIFICATION - GUIDANCE NOTES

*Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post and will therefore provide the basis for completion of the TWRF. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.*

| Note                | Field Title   | Guidance   |             |             |      |                                  |                     |  |               |   |
|---------------------|---|--|-------------|-------------|------|----------------------------------|---------------------|--|---------------|---|
| 1                   | Rank  | The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.   |             |             |      |                                  |                     |  |               |   |
| 2                   | Org Unit, Type, UIN & TLB                                 | The unit establishment on which the post is created, including the unit title, whether Permanent or Lifer/Temporary, the UIN and parent TLB, and work location for the post.   |             |             |      |                                  |                     |  |               |   |
| 3                   | Exchange With   | For use with international/NATO exchanges only   |             |             |      |                                  |                     |  |               |   |
| 4                   | Service (Job) Domain                                      | The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF).   |             |             |      |                                  |                     |  |               |   |
| 5                   | Start & End Date, Workforce Requirement                   | Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No)  |             |             |      |                                  |                     |  |               |   |
| 6                   | Hiring Status   | For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive)   |             |             |      |                                  |                     |  |               |   |
| 7                   | Position Type, Status & EIT                               | Will be completed by Establishments staff based on information on EAF/TWRF.  |             |             |      |                                  |                     |  |               |   |
| 8                   | Person Category   | Will be completed by Establishments staff based on information on EAF/TWRF.  |             |             |      |                                  |                     |  |               |   |
| 9                   | Service Option  | For use when post can be filled by more than one Service   |             |             |      |                                  |                     |  |               |   |
| 10                  | Career Field  | For officer posts only. See guidance at Section 2 and Annex B above.   |             |             |      |                                  |                     |  |               |   |
| 11                  | Sub Career Field  | For officer posts only. See guidance at Section 2 and Annex C above.   |             |             |      |                                  |                     |  |               |   |
| 12                  | Talent Management   | To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable.  |             |             |      |                                  |                     |  |               |   |
| 13                  | Tour Length & Handover                                    | To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.   |             |             |      |                                  |                     |  |               |   |
| 14                  | Operation type, Name & PID                                | Only to be used for posts on an Operational Establishment Table (OET)  |             |             |      |                                  |                     |  |               |   |
| 15                  | Hierarchy Parent  | The JPANs reflecting the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> ROs for the post as defined in the Unit Hierarchy.  |             |             |      |                                  |                     |  |               |   |
| 16                  | Incumbent & FAD   | Will be populated by JPA from information relating to current incumbent.   |             |             |      |                                  |                     |  |               |   |
| 17                  | Environment   | Select from the following the value that best reflects the environment within which the post operates:<br><table><tr><th>Environment</th><th>Description</th></tr><tr><td>Army</td><td>Army single-Service environments</td></tr><tr><td>Military &amp; Civilian</td><td>Mixed military and civilian (e.g. MOD Head Office)</td></tr><tr><td>Military Only</td><td>Military only environments that do not match other values</td></tr></table> | Environment | Description | Army | Army single-Service environments | Military & Civilian | Mixed military and civilian (e.g. MOD Head Office) | Military Only | Military only environments that do not match other values |
| Environment         | Description   |  |             |             |      |                                  |                     |  |               |   |
| Army                | Army single-Service environments                          |  |             |             |      |                                  |                     |  |               |   |
| Military & Civilian | Mixed military and civilian (e.g. MOD Head Office)        |  |             |             |      |                                  |                     |  |               |   |
| Military Only       | Military only environments that do not match other values |  |             |             |      |                                  |                     |  |               |   |

|             |   | Multinational<br>OGD<br>RAF<br>RM<br>RN<br>Tri-Service  | Multinational (e.g. NATO or other international HQs or embassies)<br>Other Government Departments (inc loans and secondments)<br>RAF single-Service environments<br>RM single-Service environments<br>RN single-Service environments<br>Tri-Service joint environments |             |             |     |                            |     |                              |     |   |
|-------------|---|---|--|-------------|-------------|-----|----------------------------|-----|------------------------------|-----|---|
| 18          | Min Med Standard  | This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are:<br><table><tr><th>Min Med Std</th><th>Description</th></tr><tr><td>MFD</td><td>Medically Fully Deployable</td></tr><tr><td>MLD</td><td>Medically Limited Deployable</td></tr><tr><td>MND</td><td>Medically Non-Deployable (will be assumed to be the default unless otherwise specified)</td></tr></table> |  | Min Med Std | Description | MFD | Medically Fully Deployable | MLD | Medically Limited Deployable | MND | Medically Non-Deployable (will be assumed to be the default unless otherwise specified) |
| Min Med Std | Description   |   |  |             |             |     |                            |     |                              |     |   |
| MFD         | Medically Fully Deployable  |   |  |             |             |     |                            |     |                              |     |   |
| MLD         | Medically Limited Deployable  |   |  |             |             |     |                            |     |                              |     |   |
| MND         | Medically Non-Deployable (will be assumed to be the default unless otherwise specified) |   |  |             |             |     |                            |     |                              |     |   |
| 19          | Child Positions   | The JPANs of the posts reporting to this post as defined in the Unit Hierarchy.   |  |             |             |     |                            |     |                              |     |   |
| 20          | Preferred Gender  | This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.   |  |             |             |     |                            |     |                              |     |   |
| 21          | Career Management & Rotational Info   | For single-Service use.   |  |             |             |     |                            |     |                              |     |   |
| 22          | Specialist Pay  | Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion.   |  |             |             |     |                            |     |                              |     |   |
| 23          | Unit & Position Info  | Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.  |  |             |             |     |                            |     |                              |     |   |
| 24          | Responsibilities  | A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.   |  |             |             |     |                            |     |                              |     |   |
| 25          | Competence Requirements   | Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.   |  |             |             |     |                            |     |                              |     |   |
| 26          | Pre-Employment Training   | Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See paras 3.01 and 3.04 for guidance.  |  |             |             |     |                            |     |                              |     |   |
| 27          | Domestic Considerations   | Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc.  |  |             |             |     |                            |     |                              |     |   |
| 28          | Employer Comments   | Additional context and information on factors such as temporary changes or future workstrands, eg a location move, policy review, overseas deployment/travel etc. This section is also to be used to express additional criteria applicable to the selection, including essential and desirable criteria.   |  |             |             |     |                            |     |                              |     |   |

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| 29 | Security<br>Classification | Job Specifications are 'Official' unless they contain sensitive information. |
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