

OFFICIAL

MILITARY JOB SPECIFICATION		JSN	
Position Title	Chief of Staff	Date Approved	
Unit	Northwood Headquarters	Approved By	CO NWD
Location	Northwood Headquarters, London	TLB	UKStratCom
Establishment Type	BLB	Rank/Grade	OF4
		Service/Type/Arm	Navy
UIN/SLIM/JPA PID	N5340A/Chief of Staff/TBC	Exch/NATO/JSRL No	No
Incumbent		Staff/Command	Staff
E-mail	NWDHQ-Cmd-Chief of Staff@mod.gov.uk	WTE/MSTAR	No
Phone Number	TBC	Manning Priority	
Security Status/Caveats	DV	Assignment Length	24 Months
Reporting Chain		Primary Career Field	Personnel
1 st RO	Commanding Officer, Northwood Headquarters	Sub Field 1	N/A
2 nd RO	Director Capability, UKStratCom HQ	Secondary Field	N/A
3 rd RO	Commander UKStratCom	Sub Field 2	N/A
Unit Role: To provide a properly resourced, secure firm base, to support the Mission of resident HQs.			
Position Role: To act as the Chief of Staff of Northwood HQ, taking responsibility for the daily operation of the site on behalf of Commanding Officer Northwood HQ.			
Responsibilities:			
<ol style="list-style-type: none"> To deputise for CO Northwood as and when required, including attendance at meetings and acting as HoE when CO is away. To own the CO's Risk Register, ensuring all Risks are captured and appropriately interrogated to allow the CO to address and escalate where required. To act as Subordinate Commander for disciplinary purposes where appropriate for all Service personnel assigned to Northwood. To provide oversight of and support to the Security function of Northwood HQ, including Protective Security, MPGS/MGS, Visits & Vetting, and the STRAP cell. To monitor and ensure the smooth daily running of the site, including regular engagement with Lodger Units, CMT and the PFI to address emergent issues at the lowest appropriate level. To support the CO with strategic level planning, including anticipating site-level future issues and disruptions as well as research for and drafting of staff papers to support site-level change. To act as Reporting Officer for Military and Civilian staff as required. To undertake any additional tasks as required by CO Northwood. 			
Pre Appt/Deployment Trg: None.			
Domestic Considerations: None.			
Performance Attributes	Priority Component Features		
Leadership	The individual must promote a sense of purpose and direction whilst leading firmly and fairly. It is critical that the individual should set a benchmark, by example, which is consistent with Service Values and Standards.		
Management	The individual must be fully confident in being able to allocate resources efficiently and is able to optimise capability within constraints. The individual must also be able to set demanding yet achievable targets when the circumstances dictate as well as supporting such demands through to successful completion. Overall, the individual must be an effective manager of both workforce and resources who can support a team successfully.		
Powers of Communication	The individual must be able to produce logical and accurate written work; be able to articulate orders in a confident, succinct and competent manner and be an empathetic and persuasive communicator.		
Initiative	The individual must possess the judgment to anticipate and resolve problems swiftly; be able to create and grasp opportunities for improvements and identify innovative approaches to problem solving.		
Education/Training	Type	Pri	Comments
Military Quals	ACSC	Desirable	
Other Quals/Competencies	Project Management	Desirable	

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Education	N/A		
Language	English 3333	Essential	
Experience			
Service/Arm/OGD	Navy	Essential	Navy CAPPS post.
Operational	N/A		
Staff	Staff Officer duties	Essential	
Command	Ship/Shore	Desirable	Previous experience of Command with Disciplinary powers of punishment is desirable as a Subordinate Commander.
Fields/Trades	Personnel	Desirable	A good understanding of the Tri-Service J1 policies is desirable.
Environments	Joint	Desirable	
Other Comments	N/A		
Originator:	Appt:	E-mail:	Tel:
Auth by 2nd RO: Col C Read	Appt: CO NWD HQ	E-mail: NWDHQ-Commanding Officer	Date: