TERMS OF REFERENCE

DEPARTMENT UK NCGI-A

MISSION TEAM Strategic Planning

POST OC SPMT

RANK/GRADE OF3

DATE LAST REVIEWED 20 May 2026

JPA POSITION SO2|2198427

MID-PERIOD REVIEW Feb

ANNUAL APPRAISAL 31 Aug

UNIT MISSION NCGI is responsible for the provision of geospatially-derived and orientated intelligence in support of national and Defence intelligence requirements.

MISSION TEAM MISSION SPMT is responsible for the analysis and production of geospatially-derived intelligence in support of current and planned operations.

AUTHORITY

You are responsible for command, management and output of the Strategic Planning Mission Team (SPMT).

POST HOLDER'S TASKS/RESPONSIBILITIES

You are to:

a. Manage resources and tasking allocated to the Mission Team in order to produce and disseminate accurate, relevant and timely GEOINT.

b. Co-ordinate effective working dialogue between the Mission Team, collaborative partners and consumers.

c. Ensure that all relevant analytical techniques are understood and employed by the Mission Team. Novel or developmental techniques are to be captured and defined within the Mission Team, then shared with the COI.

d. Ensure that NCGI and SPMT SOPs and SOIs are observed.

e. Ensure that GEOINT successes and failures identified by the Mission Team are captured and shared centrally within NCGI and the COI.

f. Provide briefs, reports and returns as directed to ensure smooth running of NCGI, Unit visits and accurate, relevant and timely information for HQ.

g. Ensure that appraisal and reporting requirements are met for personnel under your command.

h. Act as the deputy for NCGI Dep Hd Ops and NCGI OC Ops in their absence.

COMPETENCES/ TRAINING REQUIRED FOR POST

CORE COMPETENCES

Mandatory Training
Core Military Skills
MS Word
MS Outlook
JPA E-learning

Protecting Information Course – level 1-3

FUNCTIONAL COMPETENCES

Essential

Defence Imagery Analysis Course
Pathfinder Imagery Production Passport (PIPP)
Initial Command Staff Course (Maritime)
Joint Maritime Intelligence Course/Joint Air Intelligence Course
2nd Tour Imagery Analyst

Desirable

2nd Tour in Strategic Planning Mission Team
Joint Operational Targeting Course

APPRAISAL REPORTING CHAIN

1st Reporting Officer	NCGI-A OC Ops
2nd Reporting Officer	NCGI Dep Hd Ops
3rd Reporting Officer	Comd NCGI

EQUALITY AND DIVERSITY

You are responsible for ensuring that your personal conduct is in accordance with the terms of the Equal Opportunities Directive. In particular you are to ensure that:

a. Your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.

b. The use of racist or sexist language or the use of inappropriate nicknames is not tolerated.

c. You foster an environment where personnel feel able to register a complaint.

d. Any complaints are investigated swiftly and sensitively.

HEALTH AND SAFETY

In general terms, under the Health & Safety at Work etc Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP375) and all other applicable associated MOD published safety regulations, procedures and conditions.

Employers / Line Managers are to Note That Under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2, 3 and 4 of the Act). Most management grades down to junior level are accountable as managers and, therefore, some of the general duties of employers as laid down in Section 2 and 3 of the Act apply to them in relation to their staff and work activities.

All Employees are to Note That They have a duty to take reasonable care to avoid injury to themselves and to others by their work activities, and to co-operate with employers and others in meeting their statutory requirements (Section 7 of the Act). Also they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (Section 8 of the Act).

DATA PROTECTION

Under the terms of the Data Protection Act, you have responsibility for ensuring that any personal data held or generated by you is handled iaw the following principles:

a. Fairly and lawfully processed ('Processing' has a wide definition under the Act, and includes just about anything that can be done with data, including simply holding it).

b. Processed for a limited purpose.

c. Adequate, relevant and not excessive.

d. Accurate and kept up to date.

e. Not kept longer than necessary.

f. Processed in accordance with the individual's rights.

g. Kept secure.

h. Not transferred to other countries without adequate protection.

ENVIRONMENTAL PROTECTION

You are responsible for ensuring all personnel within his AOR are aware of their role in protecting the environment in accordance with the Environmental Protection Act 1990, the Environment Act 1995 and associated legislation. You should pay particular attention to any local environmental issues and ensure that line managers conduct a significant environmental aspect review annually in accordance with the instructions contained in JSP 418 and report the findings to the Station Energy and Environmental Officer (SEEPO).

SIGNATURE (1ST RO) **NAME**
RANK
POST

DATE

I acknowledge receipt of and understand the above Terms of Reference:

POST HOLDER'S SIGNATURE

NAME **RANK/GRADE** **DATE**