

UNCLASSIFIED

JOB SPECIFICATION (2010)		JSN	
Position Title	Service Inquiry Panel 1 (OF2) FTRS(LC)	Date Approved	
Unit	APSG	Approved By	
Location	Andover Monkton Road	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	A0047A PID 2192723	Exch/NATO/JSRL No	
Incumbent	TBC	Staff/Command	
E-mail	TBC	WTE/MSTAR	
Phone Number	Skype	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain		Primary Career Field	
1 st RO	Service Inquiry President	Sub Field 1	
2 nd RO	DACOS Pers Svcs	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Army Personnel Services Group (APSG) is to advise, oversee and deliver designated Personnel Services in order to meet the needs of the Army in Defence.			
Position Role: Investigate cases of death, serious injury and self-harm iot prevent recurrence, as President for Service Inquiries (SI).			
Responsibilities:			
1. As a panel member of the Service Inquiry assist the President with the investigation of the incident to meet the TOR.			
2. Establish facts, express opinions, draw conclusions, make recommendations to prevent recurrence and improve procedures.			
3.. Administer and conduct SI panels as directed. Assist President as required to brief members, families, observers and advise witnesses			
4. Brief NOK, CoC, HM Coroners and assist in response to Ministerial Questions as required in support of President.			
5. Undertake other related tasks as required.			
6. In addition to any SI may support the Service Complaints (SC) Team			
Pre Appt/Deployment Trg: Nil			
Domestic Considerations: NOB required away from Duty Station			
Performance Attributes	Priority Component Features		
Awareness and Understanding.	Comprehends the structures, interactions, ways of working and cultures throughout the Whole Force, across Departments and multi-national environments as appropriate.		
Breadth of Perspective.	Considers the implications, both at a strategic or local level, of actions and decisions whilst appreciating the broader context		
Communication and Influence.	Transfers thoughts and ideas, listening to and engaging others to gain the necessary support and commitment to build networks and achieve outcomes		
Problem Solving and Decision Making.	Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk.		
Education/Training	Type	Pri	Comments
Military Quals	Welfare	Essential	Experience or qualification in Welfare provision is the basis of this role.
Other Quals/Competencies			
Education	AAAC / Discipline	Desirable	
Language			
Experience			
Service/Arm/OGD	Army	Essential	
Operational			
Staff	G1 Experience	Desirable	
Command	SUC	Desirable	
Fields/Trades			
Environments			
Other Comments			
Originator:	Appt:	E-mail: !	Tel: Skype
Auth by 2nd RO:	Appt:	E-mail: D	Date:

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