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|  **JOB SPECIFICATION (2010)** | **JSN** |  |
| **Position Title** | AH WF Terms of Service | **Date Approved** |   |
| **Unit** | Personnel Policy Branch  |  **Approved By** |   |
| **Location** | Army HQ, ANDOVER |  **TLB** |   |
|  **Establishment Type** |  FTRS (HC) (RSG) |  **Rank/Grade** |   |
| **Establishment/OET Ref** | 05/7266 | **Service/Type/Arm** |   |
| **UIN/SLIM/JPA PID** | A2226A / 01172720 / 2082467 | **Exch/NATO/JSRL No**  |   |
| **Incumbent** | Col GK Gibbs | Staff/Command  |   |
| **E-mail** | Graham.gibbs788@mod.gov.uk | WTE/MSTAR |   |
| **Phone Number** | 94392 7650 | **Manning Priority** |   |
| **Security Status/Caveats** | SC | **Assignment Length** |   |
| **Reporting Chain** |  | **Primary Career Field** |   |
| 1st RO | Hd Pers Pol (Army) | **Sub Field 1** |   |
| 2nd RO | D Pers | **Secondary Field** |   |
| 3rd RO | DCGS (if required) |  **Sub Field 2** |   |
| **Unit Role:** **Personnel Policy (Army) develops, directs and assures coherent Personnel Policy in order to sustain and enhance the operational effectiveness of the British Army.** |
| **Position Role:** Lead the Workforce Terms of Service policy team, with direct responsibility for ToS of Regular OF5 - OF9 and Honorary Appointments.  |
| **Responsibilities:** **1.** Lead the development, implementation and assurance of workforce terms of service (ToS) policies for Reg/Res/Offrs/Sldrs.**2.** Develop and align workforce policy with legislation to meet Army requirements, including supporting Prog CASTLE initiatives into service. **3.** Focus for Tri Service ToS policy issues in conjunction with CDP staff.**4.** Give advice and decisions to casework spanning discharges, extensions, PQs, FOI requests, Service Complaints and other matters.**5.** Advise on casework for OF5 - OF9 including support to MS Gen on transition to retirement. Authority for extensions in service for OF5 - OF9.**6.** Provide advice on all matters concerning ToS policy for OF5 - OF9, Honorary Colonel and Colonel Commandant appointments.**7.** Member of the Army Employment Board, advisor to No.2 and No.1 Boards and member of AMS PQO officer Regular and Reserve selection boards.**8.** Command, train, develop and appraise mixed WF type (Reg/Res/FTRS) team (1 x SO1, 5 x SO2s). |
| **Pre Appt/Deployment Trg:** APC boarding pre-training  |
| **Domestic Considerations:** Hybrid working (WFH and in office) in line with Army HQ ways of working encouraged.l |
| Performance Attributes | **Priority Component Features** |
| Awareness and Understanding | Broad and practical understanding of personnel policy, able to assimilate detail and grasp nuance and intent and apply sound military judgement. |
| Communication and Influence | Must communicate clearly and accurately and, at times, robustly and diplomatically orally and in writing. Persuasive briefing skills up to 4\* level. |
| Breadth and Perspective | Understand the impact of Pers Policy revision and anticipate and deal with unexpected outcomes. Able to assess the impact on individuals. |
| Problem Solving and Decision Making | Understand the Army staffing process and effectively engage with stakeholders to resolve difficult and finely balanced personnel issues. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | Pscj/AADP | Desirable | Must be able to sustain a high tempo of varied and technical staff work at pace. |
| Other Quals/Competencies |  |  |  |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army | Desirable | Experience of Regular service highly desirable. |
| Operational | RD, Comd and Staff | Desirable | Regular service |
| Staff | 3\* HQ or above | Desirable | Grade 1 staff minimum requirement |
| Command | Unit | Desirable | To have credibility when briefing existing and creating new policy. |
| Fields/Trades | Pers | Essential | APC, MS, Pers or G1 experience highly desirable. |
| Environments | AHQ, MOD | Desirable | 3 or 4\* HQ experience beneficial  |
| **Other Comments**DAngeR |  AH WF ToS has been born out of AOM enforced reductions and will effectively be required to deliver a large proportion of the functions currently delivered by a Regular OF5. It will be one of the 5 x AHs within Pers Pol, the other 4 are Regular OF5s. This critical FTRS role will lead a team (including Regular WTE SO1/SO2 staff and other WF types) and be responsible for engaging routinely with Senior Officers on Terms of Service policy development as well as on individual casework.  |
|  **Originator:** Brig P Bassingham-Searle  |  **Appt:**  Hd Pers Pol |  **E-mail:** philip.bassingham-searle262@mod.gov.uk  | **Tel:** 44 300 152 4370 |
|  **Auth by 2nd RO:** Maj Gen P Griffiths  |  **Appt:** D Pers |  **E-mail:** paul.griffiths132@mod.gov.uk  | **Date:** 7 Nov 22 |  |