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JOB SPECIFICATION (2015)		JSN	
Position Title	DCOS	Date Approved	
Unit	Land Command and Staff College (LCSC), LWC	Approved By	
Location	Shrivenham	TLB	Army
Establishment Type	FTRS (HC)	Rank/Grade	OF3
Establishment/OET Ref		Service/Type/Arm	Army/E2
UIN/SLIM/JPA PID	D0382A /2098280 /2180041	Exch/NATO/JSRL No	Nil
Incumbent	N/A	Staff/Command	Staff
E-mail	Jason.Buchanan943@mod.gov.uk	WTE/MSTAR	
Phone Number	03001682800	Manning Priority	
Security Status/Caveats	Security Check (SC)	Assignment Length	36 mths
Reporting Chain	Army	Primary Career Field	Pers
1 st RO	COS (OF4)	Sub Field 1	
2 nd RO	Dir LCSC (OF6)	Secondary Field	Op Sp
3 rd RO	DLW	Sub Field 2	
Unit Role: LCSC delivers PME at the post-graduate and masters level, preparing officers for sub-unit command and staff roles from SO3 to SO1.			
Position Role: Principal staff officer responsible for planning, coordination & control of G1/G4/G6 matters for LCSC. This role is critical to the smooth running of the organisation.			
Responsibilities: <ol style="list-style-type: none"> 1. Principal staff officer for all support functions in HQ LCSC and key advisor to 1* Dir LCSC. 2. Lead HQ staff officer for application of personnel policy including: MS, discipline, Service Complaints and honours & awards. 3. Oversee LCSC annual assurance mechanisms and contractual arrangements. 4. Lead LCSC information management processes and assurance. Working closely with COS to maximise information exploitation. 5. Enable LCSC course delivery with support to exercises and training. 6. Lead the implementation of the HQ LCSC Op TEAMWORK action plan. 7. Line Manager and reporting officer for CS and military staff. 8. Deputise for COS as required. 			
Pre Appt/Deployment Trg: Active Bystander Fundamentals (Mandatory), Def Ac Equality, Diversity and Inclusion course (Mandatory), Protecting Personal Data (Mandatory)			
Domestic Considerations: Nil			
Performance Attributes	Priority Component Features		
Communication and Influence	<p>Communication: effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.</p> <p>Engaging Others: establishes connections and builds rapport to gain support and commitment from others.</p>		
Adaptability and Initiative	<p>Innovation and Initiative: adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.</p> <p>Effective Intelligence: demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output.</p>		
Delivering Results	<p>Accountability: takes responsibility for work activities and achieves agreed commitments to a high standard for themselves and subordinates where applicable.</p> <p>Information Management and Assurance: Manages and stores information efficiently; adheres to legal and regulatory requirements and processes to enable work outcomes whilst maintaining security.</p>		
Teamwork and Collaboration	<p>Working Together: promotes and generates cooperation to achieve collective outcomes.</p> <p>Relationship Building: builds and maintains connections to create trusted working relationships.</p>		

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Education/Training	Type	Pri	Comments
Military Quals	ICSC(L) or (LR)	Essential	Formal staff training essential for the role. Applicants with ICSC (LR) qualification would be requested to demonstrate additional staff work experience within civilian employment.
Other Quals/Competencies	IT	Desirable	High competence in Microsoft Office applications a distinct advantage.
Education	Degree	Desirable	
Language			
Experience			
Service/Arm/OGD	Army/Any		
Operational	N/A		
Staff	Bde HQ	Desirable	SG2 highly desirable – Bde exp at SO3 or IG2
Command	Sub-unit	Desirable	
Fields/Trades	Personnel Policy	Desirable	Experience of G1 at unit or formation level highly beneficial
Environments	N/A		
Other Comments	LCSC is a vibrant organisation delivering officer education at key career junctures to provide our people with the mental agility to win. The DCOS LCSC role is pivotal in a small and dynamic HQ to enabling this through G1, G4 and G6 support. Options for some flexible working can be discussed as required.		
Originator: Lt Col JJ Buchanan		Appt: COS/LCSC	E-mail: jason.buchanan943 Tel: 03001682800
Auth by 2nd RO: Brig RRE Lindsay CBE		Appt: Dir/LCSC	E-mail: robin.lindsay608 Date: 10 Nov 22

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