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| **JOB SPECIFICATION (2010)** | | | | | | **JSN** |  | |
| **Position Title** | SO1 PROJ COORD | | | | | **Date Approved** |  | |
| **Unit** | DCTT HQ | | | | | **Approved By** |  | |
| **Location** | GOSPORT, HAMPSHIRE) | | | | | **TLB** |  | |
| **Establishment Type** | ESTABLISHED | | | | | **Rank/Grade** |  | |
| **Establishment/OET Ref** |  | | | | | **Service/Type/Arm** |  | |
| **UIN/SLIM/JPA PID** | UIN = N2577A SLIM = 01479571 JPAN = 2073843 | | | | | **Exch/NATO/JSRL No** |  | |
| **Incumbent** | GAPPED | | | | | Staff/Command |  | |
| **E-mail** |  | | | | | WTE/MSTAR |  | |
| **Phone Number** | VIA SKYPE | | | | | **Manning Priority** |  | |
| **Security Status/Caveats** | SC | | | | | **Assignment Length** |  | |
| **Reporting Chain** |  | | | | | **Primary Career Field** |  | |
| 1st RO | COMDT HMS SULTAN | | | | | **Sub Field 1** |  | |
| 2nd RO | COMDT DCTT - RN, ARMY OR RAF | | | | | **Secondary Field** |  | |
| 3rd RO | AOC 22 GP - RAF | | | | | **Sub Field 2** |  | |
| Unit Role: Train and educate AE, EME, Nuclear and Marine Engineering, and CIS personnel in order to meet the Defence requirement. | | | | | | | | |
| **Position Role:** SO1 PROJ COORD | | | | | | | | |
| **Responsibilities:**  **1.**  Deputise as Head Projects as required.  2. Run DCTT activities including Project meetings and management information requirements.  3. Focal point for DCTT Project Officers - oversee compliance with DCTT Governance in the implementation of programme  Governance.  4. Ensure Projects Comms and Engagement Plan is implemented, in keeping with the DCTT plan.  5. Represent DCTT at external working groups and attend, managing where necessary, project and programme reviews and  meetings.  6. Line Manage DCTT Projects Team, ensuring all levels are effectively employed through SMART objectives.  7. Oversee the Projects elements of the DCTT risk register and benefits map. | | | | | | | | |
| **Pre Appt/Deployment Trg:** Project Management – Practitioner – Highly Desirable | | | | | | | | |
| **Domestic Considerations:** Travel required to the 4 school sites required | | | | | | | | |
| Performance Attributes | **Priority Component Features** | | | | | | | |
| Effective Intelligence | Essential - Expected to be innovative in developing Defence solutions across single service sites. | | | | | | | |
| Judgement | High - Must seek deliverable outcomes. | | | | | | | |
| ProfessionalEffectiveness | High - must rapidly assimilate key issues across all services in a training environment. | | | | | | | |
| Initiative | High - Must be able to identify issues and produce solutions in short order. | | | | | | | |
| Education/Training | **Type** | | **Pri** | Comments | | | | |
| Military Quals | ACSC | | Desirable | Staffing papers for joint training and developing future training | | | | |
| Other Quals/Competencies | CEng | | Desirable | Desirable, working in a technical/engineering trg environment. | | | | |
| Education | Tech Degree | | Desirable | Desirable, working in a technical/engineering trg environment. | | | | |
| Language | Nil | |  |  | | | | |
| Experience |  | |  |  | | | | |
| Service/Arm/OGD | RN | | Essential | Maintain Projects Team mix | | | | |
| Operational | Joint | | Desirable | Understanding of other FLC requirements desirable | | | | |
| Staff | Grade 2 | | Desirable | Training background not essential, but advantageous. | | | | |
| Command | N/A | |  |  | | | | |
| Fields/Trades | ME | | Desirable | Background in an area delivered by DCTT desirable | | | | |
| Environments | Training | | Desirable | Experience in Phase 2 or 3 training environments advantageous | | | | |
| **Other Comments**  DAngeR | This position attracts flexible working, the incumbent will be able to work from home for periods of time, attending Team meetings or events in office as and when required. | | | | | | | |
| **Originator:** CAPT DEAKIN | | **Appt:** COMDT HMS SULTAN | | | **E-mail:** JO.DEAKIN522@MOD.GOV.UK | | | **Tel:** +443001556323 |
| **Auth by 2nd RO:** CDRE BAILEY | | **Appt:** COMDT DCTT | | | **E-mail:** JEREMY.BAILEY187@MOD.GOV.UK | | | **Date:** 8-Dec-22 |