**JOB SPECIFICATION TEMPLATE**

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| **Profile of Position: UCM SO2 ASSURANCE|2119453** |
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| **Position Details** |
| Rank | OF3 | Org. Unit | UKStratCom HQ | UIN | D5557D |
| Upper Lower Rank |  | Org. Type | STAFF HQ | Exchange With |  |
| Service (Job) | RN | TLB | B00 | Location | NORTHWOOD (SANDY LANE) |
| Start Date for Position | 26-Jan-2021 | Proposed End Date for Position  |  | Workforce Requirement Driving | Yes |
| Hiring Status | Active | Position Status | Valid | Position Type | Shared |
| Person Category | RN Reg | Position Status EIT | Valid | Service Option | Single Service |
| Domain | Common | Career Field | Personnel | Sub Career Field | Not Specified |
| Talent Management |  | Tour Length | 3 years | Handover |  |
| Type of Operation |  | Operation Name |  | Operation PID |  |
| Hierarchy Parent 1 | UCM Policy Manager | 2092447 | Hierarchy Parent 2 | UCM Team Leader | 2121878 | Hierarchy Parent 3 | Dep Dir HR | 2114383 |
| Incumbent | LARKIN, JOHN GEORGE D239621J | Incumbent Future Availability Date | 30-Jun-2022 | Environment | Military & Civilian |
| Minimum Medical Standard | MND | Child Positions |  | Preferred Gender |  |
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| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
| RN CM CAPPS2 | RN | 26-Jan-2021 | 31-Dec-4712 |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| RN WELRM (OF) | N/A | N/A |  |  |
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| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
|  |  |  |
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| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
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| **Unit & Position Role** |
| Unit Function | Strategic Command develops, generates, operates, integrates unique and pan-Defence capabilities to maintain operational and strategic advantage.  |
| Position Role | SO2 Assurance – Lead for assurance of UCM Cell functions |
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| **Responsibilities** |
| Deputise for the SO1 in their absence. |  |
| Develop and execute UCM Assurance Plan |  |
| Liaise with external stakeholders for 2nd/3rd Lines of Assurance |  |
| Monitor and report on improvement plans to rectify identified areas for improvement |  |
| Maintain UCM Lessons Database |  |
| Act as Line Manager for Assurance AO |  |
| Submit all supporting documentation and Staff work. |  |
| Produce timely updates to the CoC and react to short notice requests. |  |
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| **Competence Requirements**  |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| NSV Security|Security Check|Joint|No |  | Y | N |
|  |  |  |  |
|  |
| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | Pre-Employment Training 3 | Pre-Employment Training 3 Priority |
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| **Local Considerations** |
| Domestic |
| As a Full Commitment role, a successful applicant will be entitled to standard allowances and accommodation, opening it to personnel not living in the Northwood area. This role is largely based on remote working, with up to 2 days/week in office (although likely to be lower). There may be an occasional requirement to attend meetings in other locations including, but not limited to, London, Glasgow, High Wycombe and Portsmouth. |  |
| Employer Comments |
| UCM Cell Role: Within UKStratCom HQ, the UCM Cell conducts the workforce management functions for personnel in cadres that are administered under UCM, including Workforce Planning, Career Management and Capability Management. There are no medical constraints on deployability, provided the successful applicant can travel to Northwood for face-to-face meetings.Career Management experience is desirable, but not essential |  |