JOB SPECIFICATION TEMPLATE

Profile of Position:

Position Details

Rank	OR9	Org. Unit	FOST FAS SHORE	UIN	N5316A
Upper Lower Rank	OR7-OR9	Org. Type	Shore	Exchange With	NA
Service (Job)	Royal Navy (Any)	TLB	RN	Location	HELENSBURGH (CLYDE SUBMARINE BASE)
Start Date for Position	Jan 22	Proposed End Date for Position	Lifed	Workforce Requirement Driving	Yes – Royal Navy
Hiring Status	RN - Active	Position Status	*Estabs to complete*	Position Type	*Estabs to complete*
Person Category	*FTRS BM to complete*	Position Status EIT	*FTRS BM to complete*	Service Option	No
Domain	ANY	Career Field	N/A	Sub Career Field	N/A
Talent Management	N/A	Tour Length	N/A	Handover	N/A
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	TMT QCO	Hierarchy Parent 2	TMSM	Hierarchy Parent 3	ST7
Incumbent	1114938	Incumbent Future Availability Date	Jan 22	Environment	Military & Civilian
Minimum Medical Standard	MND	Child Positions	N/A	Preferred Gender	N/A

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
FTRS	ROYAL NAVY	N/A	N/A
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
SM ANY	SM ANY	ANY	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
SM ANY		

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
RRP Submariner 1-4				

Unit & Position Role

Unit Function	The Training Management Team (TMT) within FOST (SM) provides quality control of all delivered sea and shore SM Collective training, ensuring compliance with the FOST (SM) Quality Management System (QMS) and relevant Service/Defence policies.
Position Role	The DQCO role is required to support the conduct of validation and assurance activities within FOST SM, reporting to the QCO.

Responsibilities

1. Support the conduct of 1st party audit and assurance activities for all FOST SM sea and shore collective training, including Fast Cruise and limited at sea training serials.
2. Support the conduct of 2nd party audit and assurance activities for all FOST SM sea and shore training by COMFOST as the TDA.
3. Support the QCO in the review and maintenance of the Operational Sea Training Guide (OSTG) (SM) and supporting documentation.
4. Support the QCO in the review and maintenance of the FOST SM QMS (BR9970) and supporting documentation.
5. Support management of the Sea Inval database and other FOST SM quality records.

1.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
BASIC SM QUALIFICATION (ANY)		X	
SECURITY CLEARANCE (SC)		X	
COACHING AND MENTORING Lvl 3 (Or Higher)			X
DSAT AUDIT COURSE			X
DSAT INVAL COURSE			X

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

Local Considerations

Domestic
Position is FASLANE based with no anticipation of time away from this location excepting limited training courses or occasional at sea serials. Applicant working hours will be generally conventional working days with opportunities to work remotely, with attendance dictated by the needs of the training programme.

Employer Comments
Attention drawn to responsibilities as individual will be heavily involved in the conduct of assurance activities for Collective Training, as well as generation of training SQEP within FOST SM and needs to be a confident, experienced communicator with a desire to become a broad training SME. SM experience is

highly desirable but a suitable non-SM candidate with the right skillset and an awareness of the SM enterprise may be suitable - no pool of suitable MoD CS exists with the required skillset and this position will be gapped from Jan 22, heavily impacting the maintenance of FOST SM training outputs and standards.

SECURITY CLASSIFICATION (Note 29)

JOB SPECIFICATION - GUIDANCE NOTES

Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post and will therefore provide the basis for completion of the TWRF. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.

Note	Field Title	Guidance
1	Rank	The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.
2	Org Unit, Type, UIN & TLB	The unit establishment on which the post is created, including the unit title, whether Permanent or Lifed/Temporary, the UIN and parent TLB, and work location for the post.
3	Exchange With	For use with international/NATO exchanges only
4	Service (Job) Domain	The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF).
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No)
6	Hiring Status	For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive)
7	Position Type, Status & EIT	Will be completed by Establishments staff based on information on EAF/TWRF.
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF.
9	Service Option	For use when post can be filled by more than one Service
10	Career Field	For officer posts only. See guidance at Section 2 and Annex B above.
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C above.
12	Talent Management	To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable.
13	Tour Length & Handover	To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.
14	Operation type, Name & PID	Only to be used for posts on an Operational Establishment Table (OET)
15	Hierarchy Parent	The JPANs reflecting the 1st, 2nd and 3rd ROs for the post as defined in the Unit Hierarchy.
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent.
17	Environment	Select from the following the value that best reflects the environment within which the post operates: **Environment** — **Description** Army — Army single-Service environments Military & Civilian — Mixed military and civilian (e.g. MOD Head Office) Military Only — Military only environments that do not match other values

		Multinational	Multinational (e.g. NATO or other international HQs or embassies)
		OGD	Other Government Departments (inc loans and secondments)
		RAF	RAF single-Service environments
		RM	RM single-Service environments
		RN	RN single-Service environments
		Tri-Service	Tri-Service joint environments

18	Min Med Standard	This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are: **Min Med Std** **Description** MFD Medically Fully Deployable MLD Medically Limited Deployable MND Medically Non-Deployable (will be assumed to be the default unless otherwise specified)
19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy.
20	Preferred Gender	This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.
21	Career Management & Rotational Info	For single-Service use.
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion.
23	Unit & Position Info	Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.
24	Responsibilities	A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.
25	Competence Requirements	Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.
26	Pre-Employment Training	Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See paras 3.01 and 3.04 for guidance.
27	Domestic Considerations	Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc.
28	Employer Comments	Additional context and information on factors such as temporary changes or future workstrands, eg a location move, policy review, overseas deployment/travel etc. This section is also to be used to express additional criteria applicable to the selection, including essential and desirable criteria.

| 29 | Security Classification | Job Specifications are 'Official' unless they contain sensitive information. |

CAREER FIELDS – ADDITONAL GUIDANCE

CAREER FIELD DEFINITIONS

CAREER FIELD & DEFINITION	NOTES
Operations (Ops) Posts that are involved in the planning, direction, command and control, and execution of operations.	Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. PsyOps, Cyber, EOD, Media Ops, Influence Ops). Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.
Operational Support (Op Sp) Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations.	Includes those involved in collective training. Excludes posts that deliver the individual training of those forces as these belong in the Pers CF. Captures operational enablers eg Intelligence, Medical, Logistics and Infrastructure Support.
Personnel (Pers) Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of SP; and the technical delivery and assurance of personnel administrative policies.	Excludes collective training (Op Sp).
Defence Engagement (DE) Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations & corporate communications; and culture and language appointments).	Excludes those NATO posts (or from similar organisations) that are delivering Operations, Operational Support or Management of Defence functions. For example, those involved with the planning and execution of operations in a NATO HQ will sit in the Ops CF.
Management of Defence (MD) Posts that develop Defence and sS policy and strategy, manage at the military strategic level and	

deliver Departmental and TLB non-operational outputs.	
Capability & Acquisition (C&A) Posts that develop and execute capability and acquisition policy, strategy, planning and finance; infrastructure development; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects, engineering support and in-service capability management.	

CAREER FIELD POST ALLOCATION PRINCIPLES AND PRACTICES

ALLOCATION PRINCIPLES

Principle 1	DS Sec is responsible for the allocation of all joint and rotational posts at OF5 and above to the Defence CF. The sS are responsible for the allocation of all sS posts to CF.
Principle 2	As the norm, posts are mapped on the basis of their individual function and not the function of the organisation of which they are a part. Hence organisations that perform multiple roles may have staff in different CF that reflect this (e.g. HQ LONDIST is assessed to generally perform an Op Sp function but as it has home security responsibilities some of its posts are likely to fall into the Ops CF). There will be instances where the function of the organisation can be used as additional guidance for determining the appropriate CF of a post.
Principle 3	Posts from the staff branches within deployable formation HQ are likely to fall into the following CF: J1 – Pers or Op Sp CF (depending on precise post function) J3 & J5 – Ops CF J2, J4, J6 & J7 – Op Sp CF J8 – Op Sp CF J9 – DE CF
Principle 4	A post should be allocated to only one CF, which should be the CF to which the majority of its functions relate or to which the majority of the post-holder's time is dedicated.

ALLOCATION PRACTICES

Practice 1	MA appointments may fall into the CF of the principal they support (on the basis that they accumulate significant knowledge and experience relating to the CF within which their principal operates) or Management of Defence, as deemed most applicable by Job Owner/Sponsor.
Practice 2	Staff posts in DSF, SRR and SFSG will generally relate to the Ops CF but posts performing enabling functions within these organisations are likely fall into the other relevant CF.
Practice 3	PJHQ performs a function that relates directly to the Ops CF but a number of staff branches have posts that will better align with other relevant CF.
Practice 4	Staff posts associated with the planning, execution and command and control of intelligence gathering operations (HUMINT, ISTAR, etc.) fall into the Ops CF but Int and Sy posts generally fall into the Op Sp CF.

Practice 5	All Media and Corporate Communications posts fall into the DE CF.
Practice 6	All DA, Exchange Officer and Liaison Officer posts generally fall into the DE CF. However, while the purpose of having an Exchange Officer post is to gain influence with the host nation this is not the function of the post (i.e. it could be Ops). Career managers and Job Owners will need to decide which CF has primacy. This may also apply to Liaison Officer posts.
Practice 7	Posts in MSP, IPP, NEP, Ops Dir, TIO, DOC or DCMC will generally fall into the MD CF but some posts will be in the Ops CF.
Practice 8	As a rule, posts within Cap Dev will fall into the C&A CF.
Practice 9	As a rule, DE&S SCM posts will fall into the C&A CF.
Practice 10	Specialist technical and engineering posts are likely to be allocated to the Op Sp CF if providing direct support to deployable operations and otherwise to the C&A CF. This will include: military infrastructure engineering; maritime platform, safety and systems engineering; electrical and mechanical platform, safety and systems engineering; aviation and aero platform, safety and systems engineering and communications and network engineering.