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|  **JOB SPECIFICATION (2010)** | **JSN** |  |
| **Position Title** | Senior Permanent Staff Instructor (SPSI)  | **Date Approved** | 05 Dec 22 |
| **Unit** | Defence Serious Crime Unit (DSCU) |  **Approved By** |  |
| **Location** | Campion Lines, Bulford, Wilts SP4 9DT |  **TLB** |   |
|  **Establishment Type** | Established Post  |  **Rank/Grade** |  WO2 |
| **Establishment/OET Ref** |  | **Service/Type/Arm** | Army |
| **UIN/SLIM/JPA PID** |  **A4376A / . / 2189156**  | **Exch/NATO/JSRL No**  | OR8 |
| **Incumbent** | WO2 R Sheather | Staff/Command  | No |
| **E-mail** | Richard.Sheather197@mod.gov.uk | WTE/MSTAR | - |
| **Phone Number** | 01980 673611 | **Manning Priority** |  |
| **Security Status/Caveats** | SC/Nil | **Assignment Length** | 3 to 5 yrs |
| **Reporting Chain** | Army | **Primary Career Field** | Personnel |
| 1st RO | 2IC DSCU | **Sub Field 1** | Manpower |
| 2nd RO | CO DSCU | **Secondary Field** |  |
| 3rd RO |  |  **Sub Field 2** |   |
| **Unit Role:** DSCU Reserve is a National Specialist Reserve Unit that exists to support DSCU and Spec Ops Regt RMP in their Main Effort Policing delivery  |
| **Position Role:** FTRS(HC). The SPSI is responsible to the OC DSCU Res for ensuring that all Unit activity for the entire J1 – J9 spectrum is conducted in a timely, efficient and effective manner.  |
| **Responsibilities:** 1. Supervise and support 1 x OR6 PSI and 1 x Civ Clk in their daily duties.
2. Organise & manage all Reserve training events and assist with training on the event where required.; ie ITR weekends; Police Trg weekends
3. Identify annual set training periods (ie ITR, Trg Weekend) and publish dates annually for each next TY by November of current TY (ie. End Nov 21 publish dates for TY 21 – 22)
4. Horizon scan for alternate Reserve attachments / trg opportunities (eg Bde ADE, Spec Ops Regt or other Res Coy ADE); AT or other similar opportunities
5. Manage/oversee register of course applications
6. Manage/oversee RAPS entries and ensure timely payment of individuals
7. Manage/oversee spreadsheet of all individual completed activity, to include detail of bounty qualification
8. Manage/oversee spreadsheet of all staff, including service details, UKLE and Mil skills, home locations, nearest SIB unit
9. Ensure all JPA activity and admin records are kept up to date
10. POC for the inclusion of all staff onto any DSCU, RHQ or individual Office events
11. Manage/oversee online social media; ie: “Whatsapp & Defence Connect webpage for DSCU Reserve and ensure any forthcoming activity published thereon (iaw Security Policy)
12. Manage/oversee register of Mil ITR instructors, currency and ensure utilisation to retain currency
13. Ensure all attachment reports and feedback forms are completed and collated
14. Manage/oversee ongoing records of all SJARs & OJARs. Identifying; when due & notes for ROs (attachment reports etc) to ensure they are raised in a timely manner and brought to attention of ROs and that relevant Reports are prepared for any Prom Bd.
15. Monitor and manage LTNA
16. Manage/oversee recruitment of individuals into DSCU Reserve under direction of OC DSCU Res, by: Maintaining register of interested parties for recruiting, organising Selection processes and monitoring and progressing recruiting training
17. BPT undertake other duties as directed by R2IC or Res OC / Res C2IC
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| **Pre Appt/Deployment Trg:** RAPS Admin; DRS User; ReMSO; JPA Super User  |
| **Domestic Considerations:** Must be able to travel within the UK and abroad  |
| Performance Attributes | **Priority Component Features** |
| Awareness and Understanding | Demonstrates an appreciation and understanding of associated organisations and cultures, modifying own behaviour to operate effectively in varying contexts. |
| Adaptability and Initiative | Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement. |
| Engaging Others | Establishes connections and builds rapport to gain support and commitment from others. |
| Problem solving and decision making | Identifies gaps in information; searches for, critically reviews and utilises it effectively to accomplish organisational goals. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals |  | Essential |  |
| Other Quals/Competencies | JPA Super UserCHURCHILL UserRAPS User | EssentialEssentialEssential | Access and capability within JPA required to maintain output for dispersed National Unit  |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army | Essential |  |
| Operational | SPSI/PSI | Desirable | Will previously have worked as a SPSI or PSI |
| Staff & Personnel |  | Essential |  |
| Command |  |  |  |
| Fields/Trades | RMP | Essential |  Must understand RMP processes  |
| Environments |  | Desirable |  |
| **Other Comments** |  |
|  **Originator:** Capt B Feasby  |  **Appt:** CMO DSCU |  **E-mail:** Ben.Feasby103@mod.gov.uk | **Tel:**  |
|  **Auth by 2nd RO:** Lt Col S Ballantyne  |  **Appt:** CO DSCU |  **E-mail:** sarah.ballantyne841@mod.gov.uk | **Date:** 5/12/22 |