

**APPENDIX 1 TO ANNEX A
TO JOB SPECIFICATION (2010)**

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
1 st RO	2IC DSCU	Sub Field 1	Manpower
2 nd RO	CO DSCU	Secondary Field	
3 rd 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:			
<ol style="list-style-type: none"> 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] 			
Pre Appt/Deployment Trg:	RAPS Admin; DRS User; ReMSO; JPA Super User		
Domestic Considerations:	Must be able to travel within the UK and abroad		

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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 User CHURCHILL User RAPS User	Essential Essential Essential	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			
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Auth by 2nd RO: Lt Col S Ballantyne	Appt: CO DSCU	E-mail: sarah.ballantyne841@mod.gov.uk	Date: 5/12/22