

ASSISTANT CAREERS ADVISER (ACA)

PREAMBLE

1. An ACA is a Field Force RN Leading Rate or senior AB/ RM equivalent who works alongside other Naval Careers staff within an Armed Forces Careers Office (AFCO). The post holder is responsible for the initial counselling and processing of candidates interested in a Naval Service career.

PURPOSES

2. Primary Purpose –
 - a. To assist Naval Careers staff to attract and process candidates for entry into the Naval Service.
 - b. To normally be the initial point of contact, within the AFCO, for all candidates who require information regarding Naval Service Careers.
3. Secondary Purpose –
 - a. To assist the AFCO Naval Careers Adviser 2 (CA2) with the training and management of Naval Service Ratings/Other Ranks attached to the AFCO on temporary periods of loan.
 - b. To represent the Naval Service at local recruiting venues and education establishments as directed by the AFCO CA2.

ACCOUNTABILITY

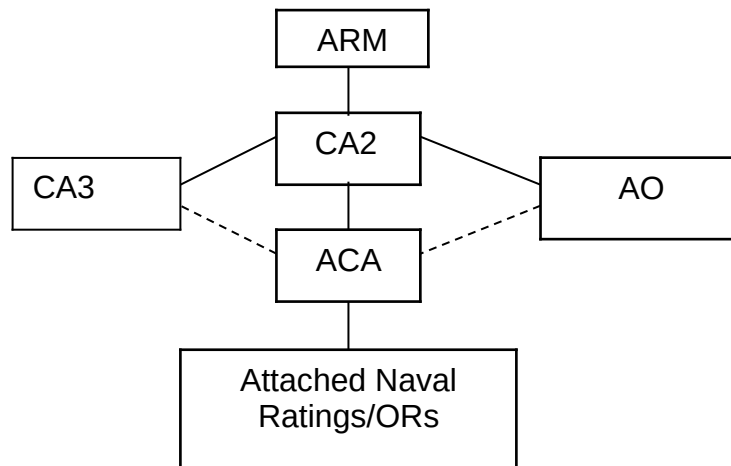
4. The ACA is accountable to the AFCO CA2. The AFCO CA2 is the First Reporting Officer and the Area Recruiting Manager (ARM) is the Second Reporting Officer. The AFCO CA2 will normally conduct Performance Appraisals.

AUTHORITY

5. The ACA is authorised to:
 - a. Represent the Naval Service at the appropriate level.
 - b. Take decisions on routine matters in support of his/her purposes, on behalf of the AFCO CA2.
 - c. Administer the AFCO Naval Service front desk routines.
 - d. Administer the daily tasking of loan Naval Service Ratings/Other Ranks.

ORGANISATION

6.



Line Authority —————
Liaison - - - - -

CRITICAL SUCCESS FACTORS

7. The following critical success factors are necessary to allow achievement of Purposes:

- a. Adherence to current Recruiting General Memoranda (RGM), Recruiting Instructions (RI) and other recruiting guidelines.
- b. Adequate IT and transport facilities.
- c. A comprehensive training package.

TASKS

8. To assist the AFCO CA2 with the training and management of Naval Service Rating/Other Rank augmenters who may be attached to the AFCO for short periods.
9. To attend Job Fairs, Careers Conventions and other Public Military Events (PMEs) as directed by the AFCO CA2.
10. To visit schools, colleges and Cadet Units to give presentations regarding careers in the Naval Service.
11. To accompany educational groups on visits to Naval Service Establishments.
12. To conduct Candidate Relationship Management (CRM) activities with potential applicants, applicants and candidates as directed by the CA2.
13. To conduct counselling with potential recruits who express an interest in joining the Naval Service.

14. To assess potential recruit candidates' eligibility with respect to qualifications, nationality, residency, criminal record and former Service referring all potential rejections to a Naval Careers Adviser (CA).
15. To assist AFCO CAs to allocate candidates to the Naval Recruiting Test (RT).
16. To conduct the Basic Check on all candidates attending the RT and to assist the Naval CAs with the processing of information.
17. To conduct, mark, or check-mark the RT.
18. To refer complaints of any nature to a Naval CA.
19. To conduct Potential Royal Marine Course (PRMC) and Final Entry Briefs when required by the AFCO CA2.
20. To carry out administrative and general duties as directed by the AFCO CA2.
21. To enter/update details of candidates into the recruiting database.
22. To receive and despatch official mail, distributing/circulating incoming mail as appropriate.
23. To compile, when required to do so, candidates documents for submission to CNRHQ or NETEs.
24. To assist in preserving the physical security of the AFCO.
25. To assist with AFCO document security adhering to current Data Protection Policy.
26. To be responsible for the ordering, receipt and correct stowage of all Naval stores including recruiting literature as detailed by the AFCO CA2.
27. To carry out front desk reception duties which include maintaining the overall appearance of the AFCO reception area.
28. To be the duty AFCO Naval recruiter when required.

EXTRANEIOUS DUTIES

31. The ACA has no extraneous duties.

Signature of Post Holder:

Signature of Line Manager