

JOB SPECIFICATION TEMPLATE

Profile of Position: JSSU(V) A SQN – SHQ - PSAO

SLIM No: x | JPAN: 2146382

Position Details

Rank	OF2	Org. Unit	JSSU(V)	UIN	A1429A
Upper Lower Rank		Org. Type	Enduring	Exchange With	N/A
Service (Job)	RNR (FTRS HC)	TLB	UKStratCom	Location	RAF DIGBY, LINCOLN, LN4 3LH
Start Date for Position		Proposed End Date for Position	Enduring	Liability Driving	No
Hiring Status	N/A	Position Status	[Est Team to complete]	Position Type	[Est Team to complete]
Person Category	[Est Team to complete]	Position Status EIT	[Est Team to complete]	Service Option	N/A
Domain	[Est Team to complete]	Career Field	N/A	Sub Career Field	N/A
Talent Management		Tour Length	3-5 years	Handover	5 days
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
Hierarchy Parent 1	OC A Sqn, JSSU(V)	Hierarchy Parent 2	CO JSSU(V)	Hierarchy Parent 3	COS JCG
Incumbent		Incumbent Future Availability Date		Environment	MILITARY ONLY
Minimum Medical Standard	MLD(P)	Child Positions		Preferred Gender	N/A

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
	RNR		
Branch/Arm/Group	Main Trade	Sub Regt/Corp	
Any	LOGS GS		

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
N/A				

Unit & Position Role

Unit Function	Joint Service Signal Unit (Volunteers) (JSSU(V)) is the UK's Cyber and Electro-Magnetic Intelligence tri-Service Reserve, providing specialist communications, cryptographic capabilities and linguistics in support of the Joint Cyber and Electro Magnetic Activities Group (JCG), the wider Single SIGINT Battlespace community and Partners Across Government.
Position Role	JSSU(V) A Sqn – SHQ – Permanent Staff Administration Officer (PSAO); responsible to Sqn OC for the provision of Sqn administrative support and guidance.

Responsibilities

1. In the absence of the Squadron Commander, carry out the duties of the Officer Commanding.
2. Manage the Sqn J1-J7 functions in conjunction with Unit Headquarters (UHQ) Staff.
3. Lead, guide and mentor Sqn Permanent Staff.
4. Lead, guide and mentor Sqn Part Time Volunteer Reserve (PTVR) personnel in the absence of the Sqn Chain of Command (CoC)
5. Manage Sqn welfare activities/issues collaboration with Welfare staff (including deployed personnel and their families in the absence of Sqn CoC).
6. Support unit recruiting activity and manage retention of Sqn personnel.
7. Sqn Welfare, Diversity and Inclusion adviser and SHEF representative.
8. Manage and monitor Sqn PTVR attendance and related administrative actions.
9. Any other duties commensurate with rank and experience.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
NSV Security Developed Vetting Joint No		Yes	
NSV Security STRAP/TK Joint No		Yes	
Security PAG Screening JPAN Joint		Yes	

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
Required to work routinely at RAF Digby Mon-Fri. Required to attend at least one training weekend per month. Expected to attend courses / conferences associated with the role at locations away from RAF Digby as necessary.
Employer Comments