

UNCLASSIFIED

JOB SPECIFICATION (2010)		JSN	
Position Title	Selection SNCO	Date Approved	
Unit	RG	Approved By	
Location	Pirbright Assessment Centre	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	A0049A / 1338478 / 2033164	Exch/NATO/JSRL No	
Incumbent	Sgt Coughlan	Staff/Command	
E-mail	Bianca.Coughlan966@mod.gov.uk	WTE/MSTAR	
Phone Number	94211 8385	Manning Priority	
Security Status/Caveats	SC / DBS - Enhanced check	Assignment Length	
Reporting Chain		Primary Career Field	
1 st RO	TBC	Sub Field 1	
2 nd RO	TBC	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Deliver the right quantity and quality of Regular and Reserve officer and soldier candidates into training, in order to meet the operational requirements of the Army			
Position Role: Take responsibility for a group of Candidates at their assessment - briefing, motivating and evaluating throughout the event			
Responsibilities: <ol style="list-style-type: none"> 1. Manage a group of Candidates on their assessment event. 2. Brief candidates about the event and each assessment activity. 3. Motivate candidates to give their best. 4. Answer questions on army careers and recruiting process. 5. Evaluate each Candidate against fixed criteria. 6. Accurately record decisions. 7. Provide input into overall assessment of each individual. 			
Pre Appt/Deployment Trg: Army School of Recruiting - Careers Adviser Programme and Assessor Induction			
Domestic Considerations: Nil			
Performance Attributes	Priority Component Features		
Values & Conduct	HIGH - Ability to work with minimum of supervision and to the highest level of self discipline and conduct.		
Initiative	HIGH - Responding immediately to Candidate needs.		
Personal Effectiveness	HIGH - Act as a strong role model for the Army.		
Effective Intelligence	HIGH - Able to provide clear, accurate and balanced feedback on Candidate performance.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies	IT Literate	High	Daily use of Word/Excel/PPT and email.
Education			
Language			
Experience			
Service/Arm/OGD			
Operational			
Staff			
Command			
Fields/Trades	HR	Desirable	
Environments	Recruiting	Desirable	Recruiting experience would be beneficial
Other Comments			
Originator: Maj C Brannigan	Appt: SO2 Workforce	E-mail: RG-HQ SO2 Workforce	Tel: 94344 5003
Auth by 2nd RO: Lt Col Bailey	Appt: CO RG	E-mail: RG-HQ CO	Date: 04/02/2023

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.