

**UNCLASSIFIED**

<b>JOB SPECIFICATION (2024) V4</b>		<b>JSN</b>	
<b>Position Title</b>	SO3 ALDP LMT Assurance)	<b>Date Approved</b>	
<b>Unit</b>	HQ LWC	<b>Approved By</b>	Army Strat-Org-ManEstabs-JPA-SO1
<b>Location</b>	Warminster (Waterloo Lines)	<b>TLB</b>	Army
<b>Establishment Type</b>	FTRS HC	<b>Rank/Grade</b>	OR 9 (WO1) – OF 2 (Capt)
<b>Establishment/OET Ref</b>	LWC	<b>Service/Type/Arm</b>	All Arms
<b>UIN/SLIM/JPA PID</b>	A5678A	<b>Exch/NATO/JSRL No</b>	Nil
<b>Incumbent</b>		<b>Staff/Command</b>	Staff
<b>E-mail</b>		<b>WTE/MSTAR</b>	NA
<b>Phone Number</b>		<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	NSV	<b>Assignment Length</b>	24 months
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Any
1 <sup>st</sup> RO	SO2 LDA LE TacCIS 2046814	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	SO1 L AND D 2038710	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> LWC acts as CFA's agent in cohering and driving agile adaptation of the Fd Army, preparing it for dynamic and complex operating environments.			
<b>Position Role:</b> Lead, direct and govern the 2nd Line of Defence (LoDA) assurance activity for the Army Leadership Development Programme (Military Training) and act as the primary TDA assurance lead for ALDP LMT.			
This includes setting strategic assurance direction, overseeing delivery by the WO Assurance, ensuring audit standards, and reporting systemic findings to LWC leadership and Pers Pol.			
<b>Main Duties/Responsibilities</b>			
<b>Strategic Assurance Leadership</b>			
<ol style="list-style-type: none"> <li>Own and lead the 2nd Party Assurance system for ALDP LMT, providing direction, governance and oversight in accordance with LWC and Army L&amp;D policy.</li> <li>Set annual assurance priorities, approve the ALDP LMT Assurance Plan, and direct WO Assurance execution, ensuring coherence with LWC DSAT governance and wider LMT/ALDP reform activity.</li> <li>Provide authoritative judgement on assurance findings, systemic issues, risks and benefits, ensuring appropriate escalation to SO2/SO1 L&amp;D and Pers Pol.</li> </ol>			
<b>Audit Governance &amp; Quality Management</b>			
<ol style="list-style-type: none"> <li>Oversee delivery of 2nd Party Audits, ensuring standardisation, consistency, and proportionality. Personally conduct audits only where high priority, sensitive, or contested. Ensure audit quality, determining methodology, sampling strategy, and reporting requirements. Validate TDA assurance outputs to maintain independence and accuracy. Analyse cross-Defence trends and produce high-level assurance insights to inform policy, design changes.</li> </ol>			
<b>Continuous Improvement &amp; DSAT Integration</b>			
<ol style="list-style-type: none"> <li>Provide leadership for Continuous Improvement (CI), ensuring findings from InVal, audits, TRA updates, and TPs are synthesised into coherent recommendations. Own the ALDP MT Quality Improvement Plan (QiP) at TDA level, approving actions, monitoring and maintenance. Support DSAT Governance and oversight across Stages 2–4, ensuring assurance evidence aligns with RPS/FTS requirements.</li> </ol>			
<b>Stakeholder Engagement &amp; Policy Influence</b>			
<ol style="list-style-type: none"> <li>Act as senior assurance representative to Pers Pol, TRA, APSA, TPs, OP Gps and other stakeholders, ensuring alignment of assurance with policy and standards.</li> </ol>			
<b>Leadership &amp; Management</b>			
<ol style="list-style-type: none"> <li>Direct, mentor and develop WO ALDP Assurance, ensuring clear tasking, professional output quality and consistency with LWC governance. Ensure compliance with Army, LWC and TDA Information Management requirements. WO executes IM tasks; SO3 assures and governs them.</li> </ol>			
<b>Domestic Considerations:</b> An FTRS (HC) appointment that attracts no Home to duty travel or medical and dental cover (less hearing and tests). Short UK-based assurance visits requiring 1-2 nights out of bed at a time (up to 35 days). T&S will be granted IAW current Army policy IOT support official working events and visits. Place of work is Warminster - some flexible working and WFH arrangements may be available. Incumbents will be required to support wider ALDP programme activity as required.			

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<b>Performance Attributes</b>	<b>Priority Component Features</b>		
<b>Effective Intelligence</b>	Applies critical thinking, judgement and analysis across complex assurance findings to influence DSAT governance and senior decision-makers.		
<b>Leadership and Management</b>	Leads the ALDP MT assurance function, sets priorities, ensures quality, and maintains high performance within a small assurance team.		
<b>Initiative</b>	Proactively identifies systemic risk and opportunities for improvement. Anticipates policy/DSAT shifts and adjusts assurance direction accordingly.		
<b>Powers of Communication</b>	Produces senior-level briefings and assurance reports; engages confidently with SO1/2 Pol, APSA, TRA and TPs; articulates assurance outcomes with authority.		
<b>Teamwork and Collaboration</b>	Works collaboratively across LWC L&D, Pers Pol, TRA, subordinate TDA groups and TPs.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals / Other Quals/ Competencies	DCTS DSAT Trg Audit	Essential	Can be completed as Pre-Employment Training or when in role.
	DCTS Defence Trainer Manager's Course	Essential	Can be completed as Pre-Employment Training or when in role.
	DCTS DSAT Trg Design	Essential	Can be completed as Pre-Employment Training or when in role.
	TAFMIS	Essential	Can be completed as Pre-Employment Training or when in role.
	DCTS DSAT Trg Needs Analysis	Desirable	Can be completed as Pre-Employment Training or when in role.
	DTc / DTTT	Desirable	
	DLE Manager	Desirable	Can be completed as Pre-Employment Training or when in role.
Education	Commissioning Course or WO CLM/ALDP	Essential	Attend and pass single Service Commissioning Course or WO ALDP (or single service equivalent)
<b>Experience</b>	Experience in DSAT governance or training management	Essential	
	Understanding of assurance systems in Defence or similar environments	Essential	
Service/Arm/OGD	Any Arm or Svc	Essential	
Operational		Desirable	
Staff	TDT/CDC/ Assurance	Desirable	
Command			
Fields/Trades	Instructor / Training	Essential	Training delivery background
Environments	Operational	Desirable	
<b>Other Comments</b>			
<b>Originator:</b> Maj A Wilson	<b>Appt:</b> LWC Op LD SO2 LDA LE TacCIS	<b>E-mail:</b> <a href="mailto:aaron.wilson535@mod.gov.uk">aaron.wilson535@mod.gov.uk</a>	<b>Tel:</b> 03001617928
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col L Jones	<b>Appt:</b> LWC Op LD SO1 LD	<b>E-mail:</b> <a href="mailto:lee.jones630@mod.gov.uk">lee.jones630@mod.gov.uk</a>	<b>Date:</b> 17 Jul 24