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JOB SPECIFICATION (2016)		JSN	
Position Title	77X, 101IOTF PSAO (FTRS)	Date Approved	30 JAN 23
Unit	Information Activities Gp, 77X	Approved By	
Location	Hermitage - Denison Barracks	TLB	Land
Establishment Type	Established	Rank/Grade	OF2
Establishment/OET Ref	61493	Service/Type/Arm	Any
UIN/SLIM/JPA PID	A3952A/01352984/2106402	Exch/NATO/JSRL No	No
Incumbent	Vacant	Staff/Command	Staff
E-mail		WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	PERS
1 st RO	101IOTF 2IC	Sub Field 1	
2 nd RO	101IOTF CO	Secondary Field	
3 rd RO	DCOMD 77X	Sub Field 2	
<p>Unit Role: 77th Brigade conducts partnered and sovereign information and intelligence operations to deliver cognitive effect, influencing outcomes and changing behaviours. The Brigade uses deployed forward and stand-off capabilities to set conditions for relative advantage and to optimise response options against hostile state and VEO activity and influence.</p>			
<p>Position Role: This is a dual role as the Permanent Staff Administration Officer (PSAO) for 101 Information Operations Taskforce, 77th Brigade. Manage all G1 Personnel functions for Army Reserve Service Persons in 101IOTF to support unit outputs.</p>			
<p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Execute the unit G1 functional management of Army Reserve personnel. 2. Support the CO, 2IC and subunit OCs in the management of Reserve personnel. 3. Manage and ensure effective delivery of ARes admin support across the unit, including but not exhaustive to; CoE attainment, onboarding, mobilisation, promotion, extension, retirement, and termination. 4. Act as unit Career Manager and WF planner for ARes OR personnel. 5. Manage, administer, provide advice and guidance, on all Res G1 related matters within the unit. 6. Working alongside the unit Adjt; control and assure Unit submissions in support of external APC Boarding. 7. In collaboration with the Bde Welfare Officer, manage welfare issues within the Gp. 8. Other duties as required. 			
<p>Pre Appt/Deployment Trg: Reserve CM Course.</p>			
<p>Domestic Considerations: Should expect to support weekend training output on six weekends of the year.</p>			
Performance Attributes	Priority Component Features		
Delivering Results	Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.		
Adaptability and Initiative	Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output.		
Problem solving and decision making	Uses logical and/or creative approaches to inform the best course of action.		
Awareness and Understanding	Demonstrates an appreciation and understanding of associated organisations and cultures, modifying own behaviour to operate effectively in varying contexts.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies	IT literacy Res CM	Essential Desirable	Must have a high competency using IT systems. Must be willing to attend if not already qualified
Education			
Language			
Experience			
Service/Arm/OGD	Army Reserves	Essential	Must understand Reserve TACOS
Operational			
Staff	XO/PSAO/PSI	Desirable	Previous experience in a Reserve unit is desirable.
Command			
Fields/Trades			
Environments	Joint	Desirable	Joint experience would be an advantage.

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

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Other Comments	Experience of working in a Tri-service environment and with Reserve Forces will be an advantage. Understanding of the RAPs process is desirable to the role. The incumbent is the primary administrator for reservists in a hybrid reg/res unit. Subunit 21C responsibilities provide a command element to this role. IA Gp has a cohort of mainstream Gp A Reserves, and Gp A and D Specialist Res. The incumbent must be able to manage and advise on numerous and diverse administrative/training issues. Must be diplomatic and have a high degree of inter-personal skills.		
Originator: Capt Stephenson	Appt: Adj1 101IOTF	E-mail: alexander.stephenson108@mod.gov.uk	Tel:
Auth by 2nd RO: Lt Col Allen	Appt: CO 101IOTF	E-mail: Dave.Allen855@mod.gov.uk	Date: 30 Jan 23

Job Ad:

- **Updated:** 30 Jan 23.
- **POC:** Capt AJ Stephenson
- **Nature of Post:** Routine.
- **Arm:** Any.
- **Capbadge:** Any.
- **Other Restrictions:** Nil
- **Addition post information (max 3 bullets):**
 - o Unique opportunity to work within a operationally demanding hybrid unit- administrating a wide-ranging group of reservists on varying contracts.
 - o High-calibre FTRS Officer required due to the operational demand and requirement to ensure G1 collaboration with G3/5 ensuring reservist SP are correctly administered iot deliver output.
 - o Unlike most ARes Units with a PSAO per Sub-Unit- the appointee will be the single POC for the unit as such will be required to regularly liaise with the Bde G1 department and brief the CE OF4 on G1 Res issues.

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