

OFFICIAL SENSITIVE

JOB SPECIFICATION (2020)		JSN	
Position Title	SO3 Org Fd Army Tps Sp Branch	Date Approved	29 Jan 24
Unit	Fd Army Tps Support Branch	Approved By	SO1 Org
Location	Upavon	TLB	Army
Establishment Type	Established Post	Rank/Grade	Capt/OF2
Establishment/OET Ref	Fd Army Tps Sp Br	Service/Type/Arm	Army/FTRS/Any
UIN/SLIM/JPA PID	A3919A/490563/2219855	Exch/NATO/JSRL No	
Incumbent	New Post	Staff/Command	Staff
E-mail	New Post	WTE/MSTAR	
Phone Number		Manning Priority	
Security Status/Caveats	SC	Assignment Length	36 months
Reporting Chain	Army	Primary Career Field	Ops Sp
1 st RO	SO1 Org FdAT	Sub Field 1	
2 nd RO	COS FdAT	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Fd Army Tps (FdAT) is to deliver Force Support to Units within Field Army Tps Bdes and Gps (Understand, CEMA,, Med, NFS, BCD(A), ASOB and 77X).			
Position Role: SO3 Org will provide organisational support, change delivery and conduct assurance.			
Responsibilities:			
1. Maintain assurance register for all activity affecting FdAT organisations as directed through change programmes, projects and Implementation Orders; this may include up to 30 NOOB/year for unit assurance visits.			
2. Lead for Org input to CCIRs from DComd FdAT, COS FA, ACOS Ops, ACOS Plans and Bde and Gp Comds.			
3. Produce and update FdAT ORBATs, structure diagrams/charts and FESCs.			
4. Undertake analysis of FdAT workforce requirements, provide input to HQ Fd Army Mil Strat Plans.			
5. Manage and submit Org related staffwork to HQ Fd Army following liaison with Bdes, Gps and units.			
6. Coord and submit monthly FdArmy Workforce Requirement Committee (FAWFRC) staffwork on Recruiting and Extension of Army Res, FTRS and UKB to Mil Strat Plans.			
7. Manage FTRS extension applications of FdAT Gps/units incl posts advertisement onto SERVE for FdAT SpBr in liaison with CM Res, APC.			
8. Manage posts prioritisation (No4/5/7 Bds) through Mil Strat Plans for APC boarding for FdAT Bdes/Gps and Units.			
9. Manage Army Talent Management System (ATMS) and JobSpecs of FdAT SpBr and advice Bdes/Gps when req.			
10. Deputise for SO1 Org during periods of absence.			
Pre Appt/Deployment Trg: SLIM Trg. ATMS Training. P3M foundation.			
Domestic Considerations: Based in Upavon but may require frequent travel to and work from Andover due to the dispersed nature of the FdAT Sp Branch. The post will potentially require the individual to travel and spend nights out of bed within the UK and Germany during periods of directed change and during structural review, often at short notice.			
Performance Attributes	Priority Component Features		
Effective Intelligence	High: Mental agile, providing interpretation and guidance regarding regulations and policy in support of units. Able to analyse and solve issues at pace.		
Judgement	Essential: Able to arrive at sound and timely decisions with limited guidance.		
Powers of Communication	High: Articulate, succinct and competent communicator in both the verbal and written form.		
Management	Essential: Able to plan, organise and execute priorities in line with the Commanders direction in a coherent manner.		
Education/Training	Type	Pri	Comments
Military Quals			
Other Quals/Competencies	PRINCE 2/MSP	Desirable	Foundation qualified
Education	IT literate	High	Competent user of IT systems
Language	Nil		
Experience			
Service/Arm/OGD	E2	Desirable	Whilst this post is E2 an understanding of Org, derived from wide experience is desirable.
Operational	Yes	Desirable	
Staff	Any	Desirable	Any previous staff experience would be beneficial. Previous org, plans, project management experience is desirable.
Command			
Fields/Trades			
Environments			
Other Comments	FdAT is undergoing change as part of Future Soldier, it is a dynamic and evolving entity which provides an interesting and complex challenge.		
Originator: Lt Col D Cooper	Appt: SO1 Org	E-mail: David.cooper634@mod.gov.uk	Tel: 0300 1631232
Auth by 2nd RO:	Appt: DACOS MSP	E-mail:	Date: 29 Jan 24

OFFICIAL SENSITIVE

DRAFT