

<b>JOB SPECIFICATION (2010)</b>		<b>JSN</b>	
<b>Position Title</b>	Operations SNCO 1	<b>Date Approved</b>	
<b>Unit</b>	Mission Ready Training Centre	<b>Approved By</b>	
<b>Location</b>	Bassingbourn, Royston, Herts	<b>TLB</b>	
<b>Establishment Type</b>		<b>Rank/Grade</b>	
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	
<b>UIN/SLIM/JPA PID</b>	SLIM: 1355974 JPAN: 2127972	<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>		<b>Staff/Command</b>	
<b>E-mail</b>	CTG-MRTC-OPS-MOB_SNCO	<b>WTE/MSTAR</b>	
<b>Phone Number</b>	0300 169 2161	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	
<b>Reporting Chain</b>		<b>Primary Career Field</b>	
1 <sup>st</sup> RO	Ops O	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	SO2 Plans	<b>Secondary Field</b>	
3 <sup>rd</sup> RO		<b>Sub Field 2</b>	
<b>Unit Role:</b> MRTC, is a sub-unit of Collective Training Group, located in the UK and is responsible for the provisions of specialist collective and individual Mission Specific Training (MST) for planned and contingency operations.			
<b>Position Role:</b> Planning, managing and resourcing Pre-deployment Training (PDT) pipelines for operations worldwide.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Deputise for the Ops WO when required.</li> <li>2. Provide advice on mobilisation/mounting/FTRS procedures.</li> <li>3. Tasking internal assets to meet operational plans.</li> <li>4. Course loading in conjunction with the Army Personnel Centre and the MRTC Ops Clerk.</li> <li>5. Maintain the Training Pipeline Tracker for individuals deploying on operations on behalf of the Chain of Command.</li> <li>6. Administration of individuals deploying on ops.</li> <li>7. Provide advice with the IPDT tracker and feedback to outside units and formations.</li> <li>8. Produce and deliver the Ops Update when required.</li> <li>9. Be interchangeable with the Operations SNCO 2 when required.</li> <li>10. Any other duties or tasks as directed by the Chain of Command.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> Thorough knowledge of mobilisation / mounting process			
<b>Domestic Considerations:</b> N/A			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Communication and influence	Establishes connections and builds rapport to gain support and commitment from others		
Delivering Results	Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.		
Adaptability and Initiative	Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.		
Teamwork and Collaboration	Promotes and generates cooperation to achieve collective outcomes		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals			
Other Quals/Competencies			
Education	SNCO CLM	Desirable	
Language			
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	
Operational	Any	Desirable	Knowledge of cMST and iPDT training in prep for ops.
Staff			
Command			
Fields/Trades			
Environments			
<b>Other Comments</b>	Ph3 Training organisation - will be expected to pass all MATTs at level 1		
<b>Originator:</b> Capt Martin Evans		<b>Appt:</b> Ops O	<b>E-mail:</b> Martin.Evans180@mod.gov.uk
<b>Auth by 2<sup>nd</sup> RO:</b> Lt Col A Waering		<b>Appt:</b> COS MRTC	<b>E-mail:</b> CTG-MRTC-COS <b>Date:</b>

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

