

JOB SPECIFICATION (2010)		JSN	TBN
Position Title	SO2 RE Apprenticeships	Date Approved	10 Jan 24
Unit	RHQ RE	Approved By	Corps Colonel
Location	BROMPTON BKS, CHATHAM	TLB	Army
Establishment Type		Rank/Grade	Maj / OF3
Establishment/OET Ref	FTRS HC – Auth: Ed Br AAP	Service/Type/Arm	Army / E1
UIN/SLIM/JPA PID	A0526A/2202083	Exch/NATO/JSRL No	
Incumbent	Vacant	Staff/Command	Staff
E-mail	tbc	WTE/MSTAR	N/A
Phone Number	tbc	Manning Priority	
Security Status/Caveats	SC / Nil	Assignment Length	36 months
Reporting Chain		Primary Career Field	PERS
1 <sup>st</sup> RO	SO1 Careers	Sub Field 1	Training
2 <sup>nd</sup> RO	Corps Col RE	Secondary Field	PERS
3 <sup>rd</sup> RO	N/A	Sub Field 2	Recruiting/Retention
<b>Unit Role:</b> Support the Moral Component of Fighting Power by sustaining the Corps/Regimental family as Head of Arm, with a Career, Learning & Development focus, custodian and conscience; recruit and retain.			
<b>Position Role:</b> Functional lead within RHQ RE under the RE Corps Apprenticeship Lead (CAL) (SO1 Careers) for the day to day management and delivery of the RE Apprenticeship Programme (RE APP) to sustain RE specific personal and professional Learning & Development.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Coordinate and produce RE Apprenticeship related Staff work, including business cases and reports to enable successful programme delivery.</li> <li>2. Coordinate and deliver all RE APP Steering and Working Groups. Act as Secretary for all Steering Groups in support of the Corps Colonel.</li> <li>3. Conduct Quality Assurance of RE Apprenticeship Programme activity as directed by the RE Corps Apprenticeship Lead.</li> <li>4. Conduct continued development of all RE apprenticeships with key stakeholders to ensure all RE apprenticeships remain relevant to the Corps needs.</li> <li>5. Deputise for the RE Corps Apprenticeship Lead (CAL) (SO1 Careers) as required.</li> <li>6. Undertake Line Manager responsibilities for the small RHQ RE military RE APP delivery team (4 x FTRS SNCO and 1 x FTRS JNCO).</li> <li>7. Act as lead for all RE APP media activity across the full spectrum of Corps media platforms, in coordination with the RHQ RE Comms Hub.</li> <li>8. Conduct additional RHQ RE tasks as directed by RHQ RE SO1 Careers or COS as required.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> N/A			
<b>Domestic Considerations:</b> Incumbent will be expected to remain in post for a minimum of 3 years. Place of work in the Regt HQ at Chatham. Occasional WFH may be authorised.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Adaptability and Initiative	Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output. Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.		
Communication and Influence	Identifies key stakeholders and considers differing perspectives of others whilst able to assert own ideas to persuade and negotiate. Establishes connections and builds rapport to gain support and commitment from others.		
Awareness and Understanding	Understands internal and external workings and structures of own organisation and its wider interactions.		
Delivering Results	Responds to changing resource requirements and priorities, utilising resources effectively whilst considering efficiency in order to achieve best outcomes		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ICSC(L)	Desirable	
Other Quals/Competencies			
Education			
Language	English		
<b>Experience</b>			
Service/Arm/OGD	Army	Essential	Training delivery and or professional learning and development experience.
Operational			

Staff	Any	Essential	Any level – post holder must be capable of delivering high quality written and verbal product to enable RE APP delivery.	
Fields/Trades	PERS	Essential	Training delivery and or professional learning and development experience.	
Environments	Training	Essential	Training delivery and or professional learning and development experience.	
Other Comments				
Originator: Lt Col C Stafford	Appt: SO1 Careers		E-mail: chris.stafford586@mod.gov.uk Tel: Skype 03001704101	
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Auth by 2 RO: Col R Hawkins MBE ADC	Appt: Corps Col		E-mail: <a href="mailto:Richard.Hawkins761@mod.gov.uk">Richard.Hawkins761@mod.gov.uk</a>	Date: 10 Jan 24