**JOB SPECIFICATION TEMPLATE**

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| **Profile of Position:** JSSU(V) A SQN – SHQ - PSAO |
| **SLIM No:** x **| JPAN:** 2146382 |
| **Position Details** |
| Rank | OF2 | Org. Unit | JSSU(V) | UIN | A1429A |
| Upper Lower Rank |  | Org. Type | Enduring | Exchange With | N/A |
| Service (Job) | RNR (FTRS HC) | TLB | UKStratCom | Location | RAF DIGBY, LINCOLN, LN4 3LH |
| Start Date for Position |  | Proposed End Date for Position  | Enduring | Liability Driving | No |
| Hiring Status | N/A | Position Status | [Est Team to complete] | Position Type | [Est Team to complete] |
| Person Category | [Est Team to complete] | Position Status EIT | [Est Team to complete] | Service Option | N/A |
| Domain | [Est Team to complete] | Career Field | N/A | Sub Career Field | N/A |
| Talent Management |  | Tour Length | 3-5 years | Handover | 5 days |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | OC A Sqn, JSSU(V) | Hierarchy Parent 2 | CO JSSU(V) | Hierarchy Parent 3 | COS JCG |
| Incumbent |  | Incumbent Future Availability Date |  | Environment | MILITARY ONLY |
| Minimum Medical Standard | MLD(P) | Child Positions |  | Preferred Gender | N/A |
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| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
|  | RNR |  |  |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| Any | LOGS GS |  |  |  |
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| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
|  |  |  |
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| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
| N/A |  |  |  |  |   |
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| **Unit & Position Role** |
| Unit Function | Joint Service Signal Unit (Volunteers) (JSSU(V)) is the UK’s Cyber and Electro-Magnetic Intelligence tri-Service Reserve, providing specialist communications, cryptographic capabilities and linguistics in support of the Joint Cyber and Electro Magnetic Activities Group (JCG), the wider Single SIGINT Battlespace community and Partners Across Government. |
| Position Role | JSSU(V) A Sqn – SHQ – Permanent Staff Administration Officer (PSAO); responsible to Sqn OC for the provision of Sqn administrative support and guidance. |
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| **Responsibilities** |
| 1. In the absence of the Squadron Commander, carry out the duties of the Officer Commanding.
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| 1. Manage the Sqn J1-J7 functions in conjunction with Unit Headquarters (UHQ) Staff.
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| 1. Lead, guide and mentor Sqn Permanent Staff.
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| 1. Lead, guide and mentor Sqn Part Time Volunteer Reserve (PTVR) personnel in the absence of the Sqn Chain of Command (CoC)
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| 1. Manage Sqn welfare activities/issues collaboration with Welfare staff (including deployed personnel and their families in the absence of Sqn CoC).
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| 1. Support unit recruiting activity and manage retention of Sqn personnel.
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| 1. Sqn Welfare, Diversity an Inclusion adviser and SHEF representative.
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| 1. Manage and monitor Sqn PTVR attendance and related administrative actions.
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| 1. Any other duties commensurate with rank and experience.
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| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| NSV Security|Developed Vetting|Joint|No |  | Yes |  |
| NSV Security|STRAP/TK|Joint|No |  | Yes |  |
| Security|PAG Screening JPAN|Joint |  | Yes |  |
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| **Pre-Employment Training** |
| Pre-Employment Training 1 | Pre-Employment Training 1 Priority | Pre-Employment Training 2 | Pre-Employment Training 2 Priority | Pre-Employment Training 3 | Pre-Employment Training 3 Priority |
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| **Local Considerations** |
| Domestic |
| Required to work routinely at RAF Digby Mon-Fri. Required to attend at least one training weekend per month. Expected to attend courses / conferences associated with the role at locations away from RAF Digby as necessary. |  |
| Employer Comments |
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| OFFICIAL |  |