

## JOB SPECIFICATION TEMPLATE

### Position Details

Rank	OF3	Org. Unit	BRNC UNIVERSITIES	UIN	N5605A
Upper Lower Rank	OF3/OF3	Org. Type	Permanent	Exchange With	N/A
Service (Job)	RN Common General	TLB	X00	Location	Dartmouth (BRNC)
Start Date for Position	5 Dec 22	Proposed End Date for Position	N/A	Workforce Requirement Driving	Yes
Hiring Status	Active	Position Status	N/A	Position Type	P
Person Category	FTRS (FC)	Position Status EIT	Valid	Service Option	RN
Domain	N/A	Career Field	PERS	Sub Career Field	NS
Talent Management	N/A	Tour Length	N/A	Handover	N/A
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
1RO JAPAN	2133428	2RO JAPAN	1712730	3RO JAPAN	2116327
Incumbent	N/A	Incumbent Future Availability Date	N/A	Environment	Royal Navy
Minimum Medical Standard	MLD	Child Positions	All URNU COs	Preferred Gender	N/A

### Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
NCMRESFTRSO	RN	5 Dec 22	N/A
Branch	Spec	Sub Regt/Corp	
RES WEL	N/A	N/A	

### Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
N/A		

### 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	BRNC Universities
Position Role	URNU Chief of Staff

**Responsibilities**

Responsible to Cdr Universities for the running of the URNU with Line Management of all URNU Commanding Officers
To organise & conduct annual assurance of all URNUs & report all findings to BRNC Command
To promote effective internal communication flow between all members of the URNU and HQ
Lead on Policy and Direction matters for the URNU engaging with External Stakeholders where required
In conjunction with the Support Officer manage the URNU Budgets
Conduct Service Investigations when required by the URNU Disciplinary Policy
Lead on Training Compliance matters, engaging with TESSR and OFSTED to ensure compliance
Deputise for Cdr U when required
Undertake DCO duties and support the INT(O) where available.

**Competence Requirements**

Competence - Full Name	Proficiency Level	Essential	Acquired
Note 25			

**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

**Local Considerations**

Domestic
Employer Comments

SECURITY CLASSIFICATION (Note 29)

## JOB SPECIFICATION - GUIDANCE NOTES

*Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.*

Note	Field Title	Guidance										
1	Rank	The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.										
2	Org Unit, Type, UIN & TLB	The unit establishment on which the post is created, including the unit title, whether Permanent or Lived/Temporary, the UIN and parent TLB, and work location for the post.										
3	Exchange With	For use with international/NATO exchanges only										
4	Service (Job) Domain	The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF). - <b>Not applicable</b>										
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifted, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No) –										
6	Hiring Status	For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive)										
7	Position Type, Status & EIT	Will be completed by Establishments staff based on information on EAF/TWRF – <b>Not applicable</b>										
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF - <b>Not applicable</b>										
9	Service Option	For use when post can be filled by more than one Service.										
10	Career Field	For officer posts only. Guidance on CF can be found at Annex B below.										
11	Sub Career Field	For officer posts only. <b>Not applicable</b>										
12	Talent Management	<b>Not Applicable for RN at this time.</b>										
13	Tour Length & Handover	To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.										
14	Operation type, Name & PID	Only to be used for posts on an Operational Establishment Table (OET)										
15	Hierarchy Parent	The JPANs reflecting the 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> ROs for the post as defined in the Unit Hierarchy.										
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent. - <b>Not applicable</b>										
17	Environment	Select from the following the value that best reflects the environment within which the post operates: <table><tr><th>Environment</th><th>Description</th></tr><tr><td>Army</td><td>Army single-Service environments</td></tr><tr><td>Military &amp; Civilian</td><td>Mixed military and civilian (e.g. MOD Head Office)</td></tr><tr><td>Military Only</td><td>Military only environments that do not match other values</td></tr><tr><td>Multinational</td><td>Multinational (e.g. NATO or other international HQs or embassies)</td></tr></table>	Environment	Description	Army	Army single-Service environments	Military & Civilian	Mixed military and civilian (e.g. MOD Head Office)	Military Only	Military only environments that do not match other values	Multinational	Multinational (e.g. NATO or other international HQs or embassies)
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		OGD RAF RM RN Tri-Service	Other Government Departments (inc loans and secondments) RAF single-Service environments RM single-Service environments RN single-Service environments Tri-Service joint environments								
18	Min Med Standard	This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are: <table><tr><th>Min Med Std</th><th>Description</th></tr><tr><td>MFD</td><td>Medically Fully Deployable</td></tr><tr><td>MLD</td><td>Medically Limited Deployable</td></tr><tr><td>MND</td><td><b>Medically Non-Deployable (will be assumed to be the default unless otherwise specified)</b></td></tr></table>		Min Med Std	Description	MFD	Medically Fully Deployable	MLD	Medically Limited Deployable	MND	<b>Medically Non-Deployable (will be assumed to be the default unless otherwise specified)</b>
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19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy.									
20	Preferred Gender	This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.									
21	Career Management & Rotational Info	To assist CMs whilst the change from branch to Career Field employment embeds, please, where relevant, note (in the Alternative Branch ) section which branch would traditionally have filled this post.									
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post that have already been agreed via Branch Managers and Pay Colonel Staff. See JSP 754 for guidance.									
23	Unit & Position Info	Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.									
24	Responsibilities	A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.									
25	Competence Requirements	Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras JSP 755 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.									
26	Pre-Employment Training	Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See JSP 755 paras 3.01 and 3.04 for guidance.									
27	Domestic Considerations	Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc.									
28	Employer Comments	Additional context and information on factors such as home working, flexible working, requirement to travel/deploy.									
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.									

## **CAREER FIELDS – ADDITIONAL GUIDANCE**

### **CAREER FIELD DEFINITIONS**

<b>CAREER FIELD &amp; DEFINITION</b>	<b>NOTES</b>
<p><b>Operations (Ops)</b></p> <p>Posts that are involved in the planning, direction, command and control, and execution of operations.</p>	<p>Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. PsyOps, Cyber, EOD, Media Ops, Influence Ops).</p> <p>Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.</p>
<p><b>Operational Support (Op Sp)</b></p> <p>Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations.</p>	<p>Includes those involved in collective training.</p> <p>Excludes posts that deliver the individual training of those forces as these belong in the Pers CF.</p> <p>Captures operational enablers eg Intelligence, Medical, Logistics and Infrastructure Support.</p>
<p><b>Personnel (Pers)</b></p> <p>Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of SP; and the technical delivery and assurance of personnel administrative policies.</p>	<p>Excludes collective training (Op Sp).</p>
<p><b>Defence Engagement (DE)</b></p> <p>Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations &amp; corporate communications; and culture and language appointments).</p>	<p>Excludes those NATO posts (or from similar organisations) that are delivering Operations, Operational Support or Management of Defence functions. For example, those involved with the planning and execution of operations in a NATO HQ will sit in the Ops CF.</p>
<p><b>Management of Defence (MD)</b></p> <p>Posts that develop Defence and sS policy and strategy, manage at the military strategic level</p>	

and deliver Departmental and TLB non-operational outputs.	
<b>Capability &amp; Acquisition (C&amp;A)</b>  Posts that develop and execute capability and acquisition policy, strategy, planning and finance; infrastructure development; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects, engineering support and in-service capability management.	