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JOB SPECIFICATION (2010)		JSN	
Position Title	SO2E Permanent President Service Inquiries	Date Approved	
Unit	APSG	Approved By	
Location	Andover	TLB	
Establishment Type	Established	Rank/Grade	
Establishment/OET Ref	057256	Service/Type/Arm	
UIN/SLIM/JPA PID	A0047A / 2141852 / 2193317	Exch/NATO/JSRL No	
Incumbent	Gapped	Staff/Command	
E-mail	APSG-PersSvc-PPSI-SO2E	WTE/MSTAR	
Phone Number	Skype	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain	Single Service (Army)	Primary Career Field	
1 st RO	SO1 PPSI	Sub Field 1	
2 nd RO	DACOS Pers Svcs, APSG	Secondary Field	
3 rd RO		Sub Field 2	
Unit Role: Army Personnel Services Group (APSG) is to advise, oversee and deliver designated Personnel Services in order to meet the needs of the Army in Defence.			
Position Role: Investigate cases of death, serious injury and self-harm iot prevent recurrence, acting as President for Service Inquiries (SI) when required.			
Responsibilities:			
<ol style="list-style-type: none"> 1. As President conduct SI/NSI on behalf of the 2* Convening Authority inc. briefing families, HM Coroners, and stakeholders as necessary. 2. Provide expert advice to the Convening Authority in the drafting of Convening Orders and Terms of Reference. 3. Analyse accidents, incidents, mistakes & errors to determine the requirement for SI/NSI with the Reviewing Authority. 4. Analyse incidents and recommendations, identify trends and provide evidence for necessary policy and procedural change. 5. Manage and deliver the Learning Account (LA) process through engagement with the CoC and others involved in the lessons process. 6. Provide information, advice, and guidance on the generation of LAs to the CoC iot improve the quality of recommendations identified, mentoring as required. 7. Provide guidance to units on supporting policy, policy updates and work being undertaken to address recommendations. 8. Conduct briefs and engagement with Divs, Fmns and units as required to educate on the LA and SI processes. 			
Pre Appt/Deployment Trg: Nil			
Domestic Considerations: FTRS (LC) post, some travel and overnight duty away from home station may be required. Role is Andover based. Hybrid working is possible but there is a requirement for a minimum of three days per week in Office in Andover.			
Performance Attributes	Priority Component Features		
Awareness and Understanding.	Comprehends the structures, interactions, ways of working and cultures throughout the Whole Force, across Departments and multi-national environments as appropriate.		
Breadth of Perspective.	Considers the implications, both at a strategic or local level, of actions and decisions whilst appreciating the broader context		
Communication and Influence.	Transfers thoughts and ideas, listening to and engaging others to gain the necessary support and commitment to build networks and achieve outcomes		
Problem Solving and Decision Making.	Proactively seeks to inform effective problem solving, enabling timely and sound decisions with appropriate management of risk.		
Education/Training	Type	Pri	Comments
Military Quals	ICSC	Desirable	
Other Quals/Competencies	Pers	Essential	J1 or G1 experience at staff or RD preferred.
Education			
Language			
Experience			
Service/Arm/OGD	Army	N/A	A mix of Cbt, Cbt Sp, Cbt Svc Sp is essential across SO1 / SO2 Team.
Operational	Yes	Desirable	To provide understanding and credibility.
Staff	Grade 2	Desirable	Staff experience at SO2 preferred.
Command	SUC	Desirable	SUC, Regt / Bn 2iC, or Adjt experience preferable.
Fields/Trades	Any	N/A	As Service / Arm / OGD.
Environments	Pers	Desirable	The appt is focused on G1 Pers lessons

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

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Other Comments	This role involves investigating injury to and deaths of Service Personnel, analysing findings and presenting recommendations to prevent recurrence. It is an opportunity to improve the way the Army does business and improve the lived experience of our personnel at all ranks. The ability to directly influence and drive policy change to address issues is rewarding.		
Originator: Lt Col R Townsend	Appt: SO1 PPSI	E-mail: APSG-PersSvcs-PPSI-SO1	Tel: Skype
Auth by 2nd RO: Col P Ashfield DSO MBE	Appt: DACOS PersSvcs	E-mail: DACOS-PersSvcs-DACOS	Date: Jan 24

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