**JOB SPECIFICATION ACLO**

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| Unit Function | To provide the assured delivery of all activity aimed at recruiting high quality people in sufficient numbers to maintain the Operational Capability of the Royal Navy, Royal Marines, Royal Fleet Auxiliary and the Maritime Reserves, today and in the future. |
| Position Role | Area Careers Liaison Officer |
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| **Responsibilities** |
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| Stimulate potential candidates and their influencers in educational establishments interest in a career in the RN/RM as an employer of first choice. |  |

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| To assess the suitability of officer candidates by conducting career discussions and redirecting unsuitable candidates to AFCO staff for alternate entry options. |  |

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| Counsel potential officer candidates for entry into the RN/RM and prepare them for attendance at the AIB, RM POC and FATs. |  |

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| Maintain an ongoing programme of school and university visits within recruiting area. |  |

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| Oversee and advise AFCO staff with respect to the officer recruitment process. |  |

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| Host and accompany candidates on Potential Officer Visits / Courses and Ship’s visits. |  |

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| Attend the AIB and CNR every 6 months to ensure currency. |  |
| Manage and maintain officer candidate applications using the candidate management system, action tasks allocated to the ACLO and conduct the required first party audits of officer candidates. |  |
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| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| NSV Security|Security Check|Joint|No |  | Y |  |
| UK Civilian driving license |  | Y |  |
| CRB|Check (Enhanced)/England and Wales|Joint| |  | Y |  |
| Guidance & Training Module (GTM)|Navy|  |  | Y |  |
| Recruiting Foundation Module (RFM)|Navy |  | Y |  |
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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 |
| Guidance & Training Module (GTM)|Navy|  Recruiting Foundation Module (RFM)|Navy | High | ACLO course | High | DRS training | High |
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| **Local Considerations** |
| Domestic |
| Requirement to travel for outreach and professional development. |  |
| Employer Comments |
| The Royal Navy is going through a Transformation programme and this will include changes to the way Recruiting Field Force (RFF) works. Whilst the current situation has the RFF based in and around regional AFCOs this may change in the future and specifically during the period of this FTRS commitment. Personnel may be required to undertake Alternative Working Arrangements (AWA) including Remote Working (RW - includes but not limited to home working (JSP 750)), travel to a regional recruitment admin hub (including overnight travel) and / or working from an alternative Defence location. |  |