**JOB SPECIFICATION TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Details** | | | | | | | | | | |
| Rank | OF3 | Org. Unit | DNA | | UIN | | | N/A | | |
| Upper Lower Rank | OF2 -OF3 | Org. Type | Permanent | | Exchange With | | | NA | | |
| Service (Job) | N/A | TLB | X00 | | Location | | | NCHQ | | |
| Start Date for Position | 01 Sept 22 | Proposed End Date for Position | N/A | | Workforce Requirement Driving | | | Yes | | |
| Hiring Status | Active | Position Status | N/A | | Position Type | | | N/A | | |
| Person Category | RN Reg | Position Status EIT | N/A | | Service Option | | | NA | | |
| Domain | N/A | Career Field | C&A | | Sub Career Field | | | N/A | | |
| Talent Management | N/A | Tour Length | 2 Years | | Handover | | | NA | | |
| Type of Operation | N/A | Operation Name | N/A | | Operation PID | | | N/A | | |
| 1RO JPAN | SO1 TiS | 2RO JPAN | TiS Team Leader | | 3RO JPAN | | | Deputy Director Platform Acquisition | | |
| Incumbent | N/A | Incumbent Future Availability Date | N/A | | Environment | | | Military and Civilian | | |
| Minimum Medical Standard | MND | Child Positions | Note 19 | | Preferred Gender | | | NA | | |
|  |  |  |  | |  | | |  | | |
| **Career Management and Rotational Information** | | | | | | |  | | | |
| Position CM Desk | | Service (CM) | Applicable From | | Applicable To | | |  | | |
| Note 21 & [HQ Change PP](https://modgovuk.sharepoint.com/teams/50680/08HECATE/20210120-HQ%20Change%20Org%20Design%20Job%20Spec.pptx?web=1) | | RN | 01 Apr 21 | | N/A | | |  | | |
| Branch | | Spec | Sub Regt/Corp | |  | | |  | | |
| CAPPS | | CAPPS | N/A | |  | | |  | | |
|  | | | | | | | | | | |
| **Alternative Branch or Trade** | | | | | | | | | | |
| Alternative 1 | | Alternative 2 | | | Alternative 3 | | | | | |
| ME | | WE | | | WAR/LOGS | | | | | |
|  | | | | | | | | | | |
| **Specialist Pay** | | | | | | |  | | | |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | | Specialist Pay 5 | | |  | | |
| NA |  |  |  | |  | | |  | | |
|  |  |  |  | |  | | |  | | |
| **Unit & Position Role** | | | | | | | | | | |
| Unit Function | Manage the Transition into Service of Acquisition Programmes to the In-service Capability through the Application of Director Naval Acquisition Business Process 3 | | | | | | | | | |
| Position Role | Enable successful Transition into Service of all new platforms and capabilities. | | | | | | | | | |
|  |  |  |  | |  | | |  | | |
| **Responsibilities** | | | | | | | | | | |
| Act as Team Coordinator for, and deputise fully for the Transition into Service SO1, where required. | | | | | | | | | |  |
| Assist and direct the generation of Transitional Plans for new platforms and capabilities. | | | | | | | | | |  |
| Provide NCHQ oversight of VAD to IOC plans across the DLOD’s | | | | | | | | | |  |
| Provide NCHQ oversight of integration of TiS plans in Major Acquisition Design and Build phases | | | | | | | | | |  |
| Assist in Developing policy for transition of capabilities and platforms. | | | | | | | | | |  |
| Liaise with, inform/develop/report the work of Build Assurance WO1’s | | | | | | | | | |  |
| Act as Secretary to the Operating Handover Working Groups for T26/T31/MHC | | | | | | | | | |  |
|  | | | | | | | | | |  |
|  |  |  |  | |  | | |  | | |
| **Competence Requirements** | | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | | | Acquired | |
| N/A | | | |  | |  | | |  | |
|  | | | |  | |  | | |  | |
|  | | | | | | | | | | |
| **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 | | | | | | | | | | |
| Predominantly NCHQ based with infrequent travel to Bristol, Devonport, Glasgow and Rosyth. | | | | | | | |  | | |
| Employer Comments | | | | | | | | | | |
| Home and flexible working encouraged. | | | | | | | | | |  |
|  | | | | | | | | | |  |
| SECURITY CLASSIFICATION (Note 29) | | | | | | | | | |  |