JOB SPECIFICATION (2020)		JSN	
Position Title	SO3 CONTRACTS	**Date Approved**	15 Nov 25
Unit	Land SOF	**Approved By**	SO1 Assururance
Location	Andover	**TLB**	Army
Establishment Type		**Rank/Grade**	Capt/OF2
Establishment/OET Ref		**Service/Type/Arm**	Army/FTRS (LC)
UIN/SLIM/JPA PID	A3192A / 1279591 / 2273112	**Exch/NATO/JSRL No**	
Incumbent	Vacant	**Staff/Command**	Staff
E-mail		**WTE/MSTAR**	
Phone Number		**Manning Priority**	
Security Status/Caveats	SC	**Assignment Length**	36 months
Reporting Chain	Army	**Primary Career Field**	Cap&Acq
1st RO	SO2 LSO Cap Plans (OF3)	**Sub Field 1**	
2nd RO	SO1 Assure (OF4)	**Secondary Field**	
3rd RO	DACOS Land SOF (OF5)	**Sub Field 2**	

Unit Role: Fd Army LOC plans, generates and exercise command of Land Forces globally. Land Special Operations Forces (Land SOF) controls UK land forces within joint & combined spec ops.

Position Role: SO3 Contracts acts as the Land SOF contract manager, developing and managing contractual solutions for SOF capability gaps.

Responsibilities:

1. Lead on all day to day Land SOF contract management, ensuring Land SOF contracts continue to run efficiently and effectively.
2. Lead on Land SOF contract finance management, ensuring effective budgeting, forecasting and value for money across all contracts.
3. Support the Land SOF chain of command and force elements with an indepth understanding of current contracts and commercial processes.
4. Liaise with Army Commercial and contract providers to ensure timely payment of contracts via CP&F IAW commercial policy.
5. Assist with the writing of Business Cases and Tasking Order Forms and the management of applications to the relevant scrutiny boards..
6. Be prepared to deputise for SO2 LSO Cap Plans and undertake additional work outputs as directed by the Land SOF chain of command.

Pre Appt/Deployment Trg: Logistic Contract Management Course. CP&F Basic Users Course.

Domestic Considerations: Flexibility to work in either Andover or Upavon, and following a probation period, routinely working from home 1-2 days per week. Will require travel routine travel to Hermitage and Aldershot.

Performance Attributes	**Priority Component Features**
Delivering Results	High: Able to allocate resources efficiently, optimising capability within constraints; where competing demands arise, they should be able to organise and prioritise effectively.
Professional Effectiveness	High: Demonstrates an in-depth knowledge of policy; cohering requirement users with viable solutions whilst providing VfM for Defence.
Powers of Communication	High: Articulate, succinct and competent communicator in both the verbal and written form to 2* level. Able to articulate with industry partners in an effective and coherent manner.
Management	Essential: Able to plan, organise and execute priorities in line with the commanders direction in a coherent manner.

Education/Training	**Type**	**Pri**	**Comments**
Military Quals	JOTAC	Desirable	Could be completed during assignment but this should be done in extremis.
Other Quals/Competencies	Logistic Contract Management Course	Desirable	Can complete on appointment but prior completition would improve the incumbent's ability to hit the ground running.
	IT literate	High	IT Skillset must include a working knowledge of using Outlook, Word, Excel and PowerPoint.
	CP&F	Desirable	Experience of using CP&F accounting system useful, however training provided on appointment.
Education	Nil		
Language	Nil		
Experience			
Service/Arm/OGD	Any		
Operational	Any	Desirable	For credibility when working within Land SOF.

Staff	SO3	Highly Desirable	Staff experience of working within a HQ .
Command	NA		
Fields/Trades	NA		
Environments	Land Spec Ops	Desirable	Experience of Spec Ops (MAB, 6UKXX, 77X or ASOB) would be advantageous, by no means essential.
Other Comments	An exciting opportunity at the forefront of the development of the UK's Special Operations Forces capability. Working within a small, flat operations team, the selection will work with Land SOF FEs, MAB, other service SOF components and international partners to influence and champion the delivery of Land SOF capability.		

Originator: Lt Col Hallsworth	**Appt: SO1 Assururance, Land SOF**	**E-mail:** FdArmy-LandSOF-Assurance-SO1@mod.gov.uk	**Tel:** NA
Auth by 2nd RO: Col Livesey	**Appt: DACOS, Land SOF**	**E-mail:** NA	**Date:** 15 Nov 25