

JOB SPECIFICATION TEMPLATE

N9 People Strategy & Policy – Leave Well Projects Support OR4 (xxxxxxx) (Jul 23)

Position Details

Rank	OR4	Org. Unit	PEOPLE STRATEGY & POLICY	UIN	N5310S
Upper Lower Rank	OR4	Org. Type	Shore Permanent	Exchange With	NA
Service (Job)	RN Common	TLB	Navy	Location	Portsmouth (Leach Building)
Start Date for Position	Sep 23	Proposed End Date for Position	Sep 26	Workforce Requirement Driving	No
Hiring Status	Active	Position Status	Valid	Position Type	Valid
Person Category	FTRS(LC)	Position Status EIT	Valid	Service Option	NA
Domain	RN RES WEL (OR)	Career Field	Pers	Sub Career Field	NS
Talent Management	NA	Tour Length	36 months	Handover	1 day
Type of Operation	NA	Operation Name	NA	Operation PID	NA
Hierarchy Parent 1	1RO – OF3 SO2 Leave Well (2151558)	Hierarchy Parent 2	2RO – OF4 Future People Policy SO1 (2126352)	Hierarchy Parent 3	3RO – OF5 People Strategy & Policy Hd (2117214)
Incumbent		Incumbent Future Availability Date		Environment	RN
Minimum Medical Standard	MND	Child Positions	Nil	Preferred Gender	NA

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
NCM RES FTRS O	RN/RM		
Branch/Arm/Group	Main Trade	Sub Regt/Corp	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
NA				

Unit & Position Role

Unit Function	Under the 2* Director of People and Training and the 1* Deputy Director of People and Training Strategy, the N9 Strategic Policy team is the focal point for all people related policy development, ensuring strategic coherence in the formulation of single service, tri-service and quad service policies for personnel in the whole-force Royal Navy. It represents the Royal Navy's interest in all Defence-wide people programmes and employment policy changes, ensuring it is fit for purpose for the Navy.
Position Role	Leave Well & Veterans Project Support is to support the SO2 Leave Well & Veterans to ensure that all relevant conditions and intent of the Leave Well strategy are met. For those who have served in the Royal Navy and their families, to transition smoothly back into civilian life and feel valued for their commitment. This will ensure that the CoC understand the intent of Prepare Early to Leave Well and convey in-service opportunities and benefits as well as the importance of regular HARDFACTS monitoring and an assessment in Resettlement.

Responsibilities

Monitor and (if required) update links for Life Checker and HARDFACTS on SCIO
Monitor and (if required) update links for the Prepare Early to Leave Well (PE2LW) Page on My Navy.
Search for new information and guidance for the given considerations and amend links and advice for Life Checker and HARDFACTS on SCIO.
Monitor the shared user inbox for feedback on Life Checker and HARDFACTS and inform LM.
Deliver LW and Retention briefings to ABLC and LHLC as required.
Administration for SCIO Leave Well platform – amend narratives, update applications visual appearance
Monitor and update the links on the service leaver checklist and contract.
Tactical-level maintenance of 'Discover my Benefits' from a RN perspective.
Work on projects and actions contained within the P&T V&S and LW plan as directed
Provide administrative support to the team e.g., conference bookings.
Provide support to the wider FPP Team and any tasks as directed.

Competence Requirements

Competence - Full Name	Desirable	Essential	Acquired
DTTT	YES		
Defence media course	YES		
Previous Pers Career Field experience an advantage	YES		

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
None specific					

Local Considerations

Domestic
Hybrid working by arrangement. Some UK travel will be expected in order to conduct briefs/presentations and meetings
Employer Comments

OFFICIAL