

JOB SPECIFICATION TEMPLATE

Position Details: Develop-NC RM Function-2113286

Rank	OF3	Org. Unit	Navy Requirements Management	UIN	N0316A
Upper Lower Rank	OF3	Org. Type	Permanent	Exchange With	NA
Service (Job)	N/A	TLB	X00	Location	Bristol (Abbey Wood)
Start Date for Position	01 Apr 21	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	N/A
Domain	N/A	Career Field	Capability & Acquisition (C&A)	Sub Career Field	N/A
Talent Management	N/A	Tour Length	24 mths	Handover	5 days
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
1RO JPAN	2107530	2RO JPAN	2121885	3RO JPAN	N/A
Incumbent	N/A	Incumbent Future Availability Date	N/A	Environment	Mil & Civilian
Minimum Medical Standard	MND	Child Positions	N/A	Preferred Gender	-

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
Warfare - PWO	RN	01 Apr 21	N/A
Branch	Spec	Sub Regt/Corp	
RN Warfare GS (OF)	PWO	N/A	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
N/A		

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
N/A				

Unit & Position Role

Unit Function	A matrix of Cap Sponsor / SRO / RSO agents, forward based with the Delivery Agent to ensure UNDERSTANDING, TRANSPARENCY and COHERENCE of Requirement and Acceptance (R&A).
Position Role	Maritime Multi-Link (MML) Requirements Manager (RM)

Responsibilities

Be the Lead Requirements SME to the Maritime TDL programmes ensuring alignment between the DE&S Acquisition and Support functions, and the operational context.
Communicate the Cap Sponsor / SRO / RSO intent within DE&S to translate capability requirements into programme-level requirements.
Lead the Maritime TDLs (including those that use strategic bearers) pan-DLOD Requirements and Acceptance Management. Develop and own the Maritime TDLs programme RAMS / RAMP, CONEMP / CONUSE, URD, TLMP, ITEAP and ACR.
Identify, prioritise and assure pan-DLOD financial, commercial, technical and operational performance trades within the programme.
Support DE&S input into the Annual Budgetary Cycle, Programme Cost Review, Balance of Investment and responses to Change Requests.
Lead the Command and MCS 3OA management, and influence stakeholders' capture and management of related: Risks, 4OAs, Issues, Dependencies and Opportunities (RAIDO).
Provide RM SME support to any dependant CPG, Programme / Project Board or ISCMB.
Undertake pan-platform/capability tasking in support of RM function as capacity and priorities allow.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
Security Clearance	DV	X	
Staff Training or Academic Equivalent	ICSC(M)	X	
FKSE Cap and Acq	Awareness	X	
MoD Financial Skills Awareness	Awareness	X	
MoD Commercial Skills Awareness	Awareness	X	
CAPAC Module 1 (Capability)		X	
CAPAC Module 2 (Acquisition)		X	
CAPAC Module 4 (Requirements)		X	
PMQ			X
Scrum Start Up for Teams (SS4T)			X
MSP	Practitioner		X
FKSE Cap and Acq	Practitioner		X

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
CAPAC Mod 1	4 Days	CAPAC Mod 2	10 Days	CAPAC Mod 4	3 Days

Local Considerations

Domestic
The incumbent must have the ability to travel to all defence and industry locations within the UK and occasionally overseas which may include overnight stays and short trips away as required. Working from home will be routine.

Employer Comments

Effective Requirements setting is critical to all that follows and must be subject to an acceptance methodology that demonstrates capability acceptance across all 6 DLODs to the User. This can only be done by a uniformed Requirements Manager (RM) with current, relative operational experience in the Maritime Domain. There is a degree of 'translation' from the front line to DE&S counterparts to ensure the requirement and acceptance criteria is articulated (and understood); providing requirements context and assessing operational impact. The uniformed RM is also best placed to judge acceptance from a user perspective, ensuring that acceptance events clearly demonstrate to the user that the capability is fit for purpose. DE&S relies on the RM to provide credible user advice as required and the incumbent should be in date for core military skills training.

Platform experience is essential to understand the variety and breadth of capabilities within the Maritime TDLs RM portfolio. Wider understanding of the individual and collective capabilities role in delivering operational effect is also beneficial in understanding interdependencies and informing threats and opportunities as a result. The Maritime TDLs RM portfolio is wide ranging and involves a plethora of stakeholders across NC, within DE&S organisations and in wider industry. Good technical and communication skills are pivotal in influencing these areas to achieve the required NC outcomes.

The RM is the advocate for C&A as a 'team sport' and works collaboratively to engage / influence stakeholders / DLODs to ensure Cap Sponsor / SRO / RSO intent is met. The incumbent must be consensus orientated who can work effectively as a team member or when called upon to use their own initiative.

Often working as singleton NC representative with DE&S and industry, they must be a proven self-starter, able to ruthlessly prioritise – who are empowered to manage their own diary and work location. Flexible working is key to maximising productivity in a matrix managed function, where productivity over presenteeism is paramount.

SECURITY CLASSIFICATION (Note 29)

JOB SPECIFICATION - GUIDANCE NOTES

Note: Sers 1 to 9 and elements of 22 of the following comprise the core information required to establish the post. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.

Note	Field Title	Guidance								
1	Rank	The rank required for the post, including any rank ranging where appropriate, using NATO (OR/OF) and single-Service annotations.								
2	Org Unit, Type, UIN & TLB	The unit establishment on which the post is created, including the unit title, whether Permanent or Lived/Temporary, the UIN and parent TLB, and work location for the post.								
3	Exchange With	For use with international/NATO exchanges only – Exchange posts annotated in HQ Change PP								
4	Service (Job) Domain	The Service to which the post is allocated with Branch, Trade and specialisation information (a concatenated value created by Establishments staff based on the EAF/TWRF). - Not applicable								
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifted, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No) – Not applicable for HQ Change positions								
6	Hiring Status	For use by single-Service establishment administrators to indicates whether post is currently in use (Active/Inactive)								
7	Position Type, Status & EIT	Will be completed by Establishments staff based on information on EAF/TWRF – Not applicable								
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF - Not applicable								
9	Service Option	For use when post can be filled by more than one Service.								
10	Career Field	For officer posts only. Use HQ Change PP to see the allocated CF . Guidance on CF can be found at Annex B below.								
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C below - Not applicable								
12	Talent Management	Not Applicable for RN at this time.								
13	Tour Length & Handover	To comply with single-Service policy direction on tour lengths for respective branch, cap badge, trade or specialisation. Handover periods in excess of one week must be justified separately.								
14	Operation type, Name & PID	Only to be used for posts on an Operational Establishment Table (OET)								
15	Hierarchy Parent	The JPANs reflecting the 1 st , 2 nd and 3 rd ROs for the post as defined in the Unit Hierarchy. Use HQ Change PP to find the JPANs of 1/2/3RO's.								
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent. - Not applicable								
17	Environment	Select from the following the value that best reflects the environment within which the post operates: <table><tr><th>Environment</th><th>Description</th></tr><tr><td>Army</td><td>Army single-Service environments</td></tr><tr><td>Military & Civilian</td><td>Mixed military and civilian (e.g. MOD Head Office)</td></tr><tr><td>Military Only</td><td>Military only environments that do not match other values</td></tr></table>	Environment	Description	Army	Army single-Service environments	Military & Civilian	Mixed military and civilian (e.g. MOD Head Office)	Military Only	Military only environments that do not match other values
Environment	Description									
Army	Army single-Service environments									
Military & Civilian	Mixed military and civilian (e.g. MOD Head Office)									
Military Only	Military only environments that do not match other values									

		Multinational OGD RAF RM RN Tri-Service	Multinational (e.g. NATO or other international HQs or embassies) Other Government Departments (inc loans and secondments) RAF single-Service environments RM single-Service environments RN single-Service environments Tri-Service joint environments								
18	Min Med Standard	This field is only to be used where the post has specific characteristics that require consideration of the Joint Medical Employment Standard (JMES) of the incumbent. Values available are: <table><tr><th>Min Med Std</th><th>Description</th></tr><tr><td>MFD</td><td>Medically Fully Deployable</td></tr><tr><td>MLD</td><td>Medically Limited Deployable</td></tr><tr><td>MND</td><td>Medically Non-Deployable (will be assumed to be the default unless otherwise specified)</td></tr></table>		Min Med Std	Description	MFD	Medically Fully Deployable	MLD	Medically Limited Deployable	MND	Medically Non-Deployable (will be assumed to be the default unless otherwise specified)
Min Med Std	Description										
MFD	Medically Fully Deployable										
MLD	Medically Limited Deployable										
MND	Medically Non-Deployable (will be assumed to be the default unless otherwise specified)										
19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy. Use HQ Change PP to find the JPANs of child positions.									
20	Preferred Gender	This field is only to be used where there is a Genuine Occupational Requirement impacting on the gender appropriate to the role. Single-Service Diversity & Inclusion SMEs should be consulted before completion.									
21	Career Management & Rotational Info	Use the HQ Change PP to complete all questions related to CM/Branch & Sec. To assist CMs whilst the change from branch to Career Field employment embeds, please, where relevant, note (in the Alternative Branch) section which branch would traditionally have filled this post.									
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post that have already been agreed via Branch Managers and Pay Colonel Staff. See JSP 754 for guidance.									
23	Unit & Position Info	Mission statement of the parent unit and a succinct description of the individual's role. Avoid abbreviations and unfamiliar terminology. Should be consistent with information entered on OJAR/SJAR of incumbent.									
24	Responsibilities	A numbered list of the main responsibilities of the post (maximum of 8). Include: standing duties and tasks; enduring additional roles; position within the branch; interaction with other branches and HQs; supervisory responsibilities. Maximum 150 characters (including spaces). These fields will populate the front page of the OJAR/SJAR for the incumbent.									
25	Competence Requirements	Those competencies, including Security Clearance and FKSE, required for the post, including the proficiency level and whether the competencies are essential or can be acquired in post. See paras JSP 755 3.01 and 3.04 for guidance and JSP 794 for details of the administration of professional and personal development.									
26	Pre-Employment Training	Detail and duration of any pre-employment training required to equip the individual for the post. Include any individual pre-deployment training required. See JSP 755 paras 3.01 and 3.04 for guidance.									
27	Domestic Considerations	Any domestic considerations relating to the post or its environment, including factors related to accompanied service, schooling, medical facilities, travel required, spouses' work restrictions etc.									

28	Employer Comments	Additional context and information on factors such as home working, flexible working, requirement to travel/deploy.
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.

CAREER FIELDS – ADDITIONAL GUIDANCE

CAREER FIELD DEFINITIONS

CAREER FIELD & DEFINITION	NOTES
<p>Operations (Ops)</p> <p>Posts that are involved in the planning, direction, command and control, and execution of operations.</p>	<p>Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. PsyOps, Cyber, EOD, Media Ops, Influence Ops).</p> <p>Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.</p>
<p>Operational Support (Op Sp)</p> <p>Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations.</p>	<p>Includes those involved in collective training.</p> <p>Excludes posts that deliver the individual training of those forces as these belong in the Pers CF.</p> <p>Captures operational enablers eg Intelligence, Medical, Logistics and Infrastructure Support.</p>
<p>Personnel (Pers)</p> <p>Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of SP; and the technical delivery and assurance of personnel administrative policies.</p>	<p>Excludes collective training (Op Sp).</p>
<p>Defence Engagement (DE)</p> <p>Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations & corporate communications; and culture and language appointments).</p>	<p>Excludes those NATO posts (or from similar organisations) that are delivering Operations, Operational Support or Management of Defence functions. For example, those involved with the planning and execution of operations in a NATO HQ will sit in the Ops CF.</p>
<p>Management of Defence (MD)</p> <p>Posts that develop Defence and sS policy and strategy, manage at the military strategic level and</p>	

deliver Departmental and TLB non-operational outputs.	
Capability & Acquisition (C&A) Posts that develop and execute capability and acquisition policy, strategy, planning and finance; infrastructure development; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects, engineering support and in-service capability management.	