

ASSISTANT CAREERS ADVISER (ACA) – SCOTLAND North

PREAMBLE

1. An ACA is a Field Force RN Leading Rate or senior AB/ RM equivalent who works alongside other Naval Careers staff within the Royal Navy Recruiting Admin Centre (SCO North) Inverness (RNRAC SCO North). The post holder is responsible for the initial counselling and processing of candidates interested in a Naval Service career. Although this post for admin purposes is based in Inverness, due to the current nature of recruiting business the majority of work will be remote working under the management of a Career Adviser. Therefore this position is open to applications from individuals located in the Scotland areas of Aberdeen, Moray, Angus and surrounding counties.

PURPOSES

2. Primary Purpose –

- a. To assist Naval Careers staff to attract and process candidates for entry into the Naval Service.
- b. To normally be the initial point of contact, within the RNRAC (SCO North), for all candidates who require information regarding Naval Service Careers.

3. Secondary Purpose –

- a. To assist the Team Manager(TM) with the training and management of Naval Service Ratings/Other Ranks attached to the RNRAC on temporary periods of loan.
- b. To represent the Naval Service at local recruiting venues and education establishments as directed by the TM.

ACCOUNTABILITY

4. The ACA is accountable to the TM. The TM is the First Reporting Officer and the Recruiting Manager (RM) is the Second Reporting Officer. The TM will normally conduct Performance Appraisals.

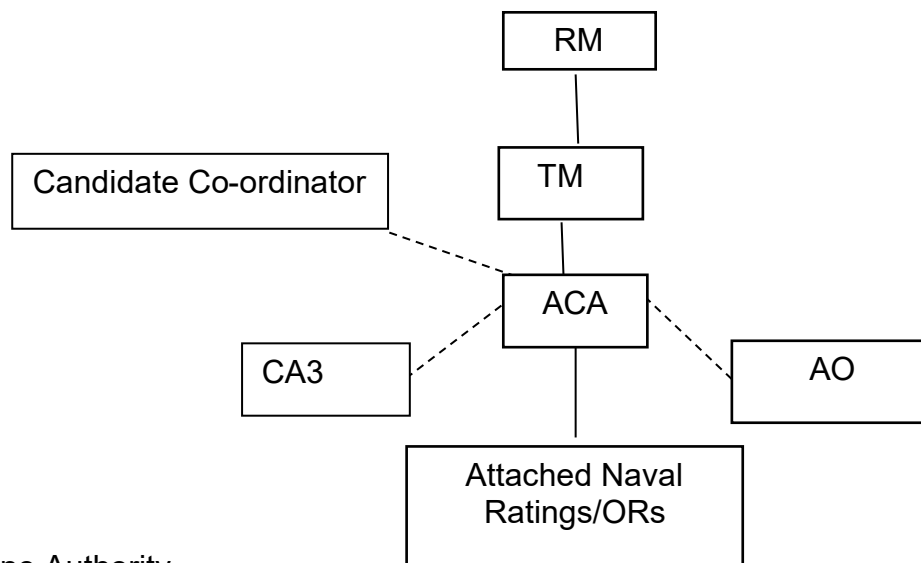
AUTHORITY

5. The ACA is authorised to:

- a. Represent the Royal Navy at the appropriate level.
- b. Take decisions on routine matters in support of his/her purposes, on behalf of the TM.
- c. Administer the AFCO Royal Navy front desk routines.
- d. Administer the daily tasking of loan Royal Navy Ratings/Other Ranks.

ORGANISATION

6.



CRITICAL SUCCESS FACTORS

7. The following critical success factors are necessary to allow achievement of Purposes:

- a. Adherence to current Recruiting General Memoranda (RGM), Recruiting Instructions (RI) and other recruiting guidelines.
- b. Adequate IT and transport facilities.
- c. A comprehensive training package.

TASKS

8. To assist the TM with the training and management of Royal Navy Rating/Other Rank augmenters who may be attached to the AFCO for short periods.
9. To attend Job Fairs, Careers Conventions and other Public Military Events (PMEs) as directed by the TM.
10. To visit schools, colleges and Cadet Units to give presentations regarding careers in the Naval Service.
11. To accompany educational groups on visits to Royal Navy Establishments.
12. To conduct Candidate Relationship Management (CRM) activities with potential applicants, applicants and candidates as directed by the TM.
13. To conduct counselling with potential recruits who express an interest in joining the Naval Service.

14. To assess potential recruit candidates' eligibility with respect to qualifications, nationality, residency, criminal record and former Service referring all potential rejections to a Naval Careers Adviser (CA).
15. To assist CAs to allocate candidates to the Defence Aptitude Assessment (DAA).
16. To conduct the Basic Check on all candidates attending the RT and to assist the Naval CAs with the processing of information.
17. To manage and co-ordinate proctured DAA.
18. To refer complaints of any nature to a Naval CA.
19. To conduct Final Entry Briefs when required by the TM.
20. To carry out administrative and general duties as directed by the TM.
21. To enter/update details of candidates into the recruiting database.
22. To receive and despatch official mail, distributing/circulating incoming mail as appropriate.
23. To compile, when required to do so, candidates documents for submission to CNRHQ or NETEs.
24. To assist in preserving the physical security of the AFCO (when not home working home).
25. To assist with AFCO document security adhering to current Data Protection Policy.
26. To be responsible for the ordering, receipt and correct stowage of all Naval stores including recruiting literature as detailed by the TM.
27. To be the duty Naval recruiter when required.

EXTRANEIOUS DUTIES

28. The ACA has no extraneous duties.

Signature of Post Holder:

Signature of Line Manager