**JOB SPECIFICATION TEMPLATE**

**MTOS Pol Dev SO2b**

|  |
| --- |
| **Profile of Position:**  |
|  |
| **Position Details** |
| Rank | OF3 | Org. Unit | Defence People Team (CDP) | UIN | D0905P |
| Upper Lower Rank | OF3 | Org. Type | HO&CS | Exchange With | N/A |
| Service (Job) | RN preferred / E2 | TLB | HO&CS | Location | London, Main Building |
| Start Date for Position | 1 Oct 2022 | Proposed End Date for Position | 1 Oct 2024 | Liability Driving | Yes |
| Hiring Status | Active | Position Status |  | Position Type |  |
| Person Category | FTRS FC or Regular  | Position Status EIT |  | Service Option | RN post |
| Domain |  | Career Field | Personnel | Sub Career Field | Strategy/ Pol / Plans |
| Talent Management |  | Tour Length | 2 years | Handover | N/A |
| Type of Operation | N/A | Operation Name | N/A | Operation PID | N/A |
| Hierarchy Parent 1 | People-MTOS Pol Dev SO1 | Hierarchy Parent 2 | People-MTOS TL [CS] | Hierarchy Parent 3 | People-PCD-Hd[SCS] |
| Incumbent | Lt Cdr Alexandra Brooks | Incumbent Future Availability Date | N/A | Environment | Military & Civilian |
| Minimum Medical Standard | MND | Child Positions | None | Preferred Gender | N/A |
|  |  |  |  |  |  |
| **Career Management and Rotational Information** |  |
| Position CM Desk | Service (CM) | Applicable From | Applicable To |  |
| Note 21 | Note 21 | Note 21 | Note 21 |  |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp |  |  |
| Note 21 | Note 21 | Note 21 |  |  |
|  |
| **Alternative Branch or Trade** |
| Alternative 1 | Alternative 2 | Alternative 3 |
| Note 21 |  |  |
|  |
| **Specialist Pay** |  |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |  |
| Note 22 |  |  |  |  |   |
|  |  |  |  |  |  |
| **Unit & Position Role** |
| Unit Function | Terms of Service (TOS) cover the regulation of a Service Person’s engagement in the Armed Forces, giving the Armed Forces the ability to recruit and retain the right people, while offering personnel modern and rewarding careers. The Modernising Terms of Service (MTOS) Team is an enabling entity responsible for the design and implementation of new TOS policies for the Services to use to help Defence become a more modern, flexible and attractive employer to current and potential Service personnel; enabling Defence to become more agile and responsive to changing needs. |
| Position Role | The SO2 Pol Dev B post is an essential member of the team specialising in the development of policies to underpin MTOS project deliverables.  A key task is to engage with the single Services to enable agreement, and ensure legal reviews are undertaken to allow the timely delivery of the MTOS project and act as the RN advocate within the team. |
|  |  |  |  |  |  |
| **Responsibilities** |
| 1. SO2 within the policy development section of the military/civilian Modernising Terms of Service (MTOS) Project Team, responsible for the design, development and implementation of TOS policies.
 |  |
| 1. Examine existing Terms and Conditions of Service (TACOS) and with the team, design new TOS for MTOS as required, engage with sS stakeholders, legal advisors and others as necessary, writing policy papers for 1\* working groups and content for the Centrally Determined Terms of Service JSP.
 |  |
| 1. Undertake policy testing and validation. Collaborate across the Defence People Team to ensure coherence with existing and other policy development
 |  |
| 1. Work with the team to progress MTOS proposals through governance up to 3\* level and collaborate with the JPA and comms leads to enable MTOS delivery and implementation.
 |  |
| 1. Review the TOS solutions made for Flexible Service and other Flexible Working policies and revise as required ensuring the JSP remains fit for purpose.
 |  |
| 1. Provide cover for the Working Group secretary and represent People-MTOS Pol Dev SO1 as required.
 |  |
| 1. Act at the RN advocate within the MTOS team to ensure the Navy requirement is understood and enabled.
 |  |
|  |  |  |  |  |  |
| **Competence Requirements** |
| Competence - Full Name | Proficiency Level | Essential | Acquired |
| ICSC(M) |  | Essential |  |
| SC |  | Desirable |  |
| SUC |  | Desirable |  |
| HR / Def Pol experience |  | Desirable |  |
|  |
| **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 |  |  |  |  |  |
|  |
| **Local Considerations** |
| Domestic |
| FTRS(FC) – HDT included, entitled to accommodation (SLA and SFA) not SSSA. Alternative Working Arrangement options possible, including remote working. |  |
| Employer Comments |
| No requirement for overnight detached duty |  |
|  |  |
| OFFICIAL |  |

**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 and will therefore provide the basis for completion of the TLAF. 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 Lifed/Temporary, the UIN and parent TLB, and work location for the post. |
| 3 | Exchange With | For use with international/NATO exchanges only |
| 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/TLAF). |
| 5 | Start & End Date, Liability | Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service liability (Yes/No) |
| 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/TLAF. |
| 8 | Person Category | Will be completed by Establishments staff based on information on EAF/TLAF. |
| 9 | Service Option | For use when post can be filled by more than one Service |
| 10 | Career Field | For officer posts only. See additional guidance attached. |
| 11 | Sub Career Field | For officer posts only. See additional guidance attached. |
| 12 | Talent Management | To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable. |
| 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 1st, 2nd and 3rd ROs for the post as defined in the Unit Hierarchy. |
| 16 | Incumbent & FAD | Will be populated by JPA from information relating to current incumbent. |
| 17 | Environment | Select from the following the value that best reflects the environment within which the post operates:

|  |  |
| --- | --- |
| **Environment** | **Description** |
| Army | Army single-Service environments |
| Military & Civilian | Mixed military and civilian (eg MOD Head Office) |
| Military Only | Military only environments that do not match other values |
| Multi-National | Multi-national (eg NATO or other international HQs or embassies) |
| OGD | Other Government Departments (inc loans and secondments) |
| RAF | RAF single-Service environments |
| RM | RM single-Service environments |
| RN | RN single-Service environments |
| Tri-Service | 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:

|  |  |
| --- | --- |
| **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. |
| 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 | For single-Service use. |
| 22 | Specialist Pay | Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion. |
| 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 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 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 temporary changes or future workstrands, eg a location move, policy review, overseas deployment/travel etc. This section is not to be used to dictate additional criteria for selection of the incumbent. |
| 29 | Security Classification | Job Specifications are ‘Official’ unless they contain sensitive information. |