

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.
2. 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.
3. Undertake policy testing and validation. Collaborate across the Defence People Team to ensure coherence with existing and other policy development
4. 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.
5. Review the TOS solutions made for Flexible Service and other Flexible Working policies and revise as required ensuring the JSP remains fit for purpose.
6. Provide cover for the Working Group secretary and represent People-MTOS Pol Dev SO1 as required.
7. 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

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 Lifer/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 1 st , 2 nd and 3 rd 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	<div>Select from the following the value that best reflects the environment within which the post operates:</div> <table><thead><tr><th>Environment</th><th>Description</th></tr></thead><tbody><tr><td>Army</td><td>Army single-Service environments</td></tr><tr><td>Military & Civilian</td><td>Mixed military and civilian (eg MOD Head Office)</td></tr><tr><td>Military Only</td><td>Military only environments that do not match other values</td></tr><tr><td>Multi-National</td><td>Multi-national (eg NATO or other international HQs or embassies)</td></tr><tr><td>OGD</td><td>Other Government Departments (inc loans and secondments)</td></tr><tr><td>RAF</td><td>RAF single-Service environments</td></tr><tr><td>RM</td><td>RM single-Service environments</td></tr><tr><td>RN</td><td>RN single-Service environments</td></tr><tr><td>Tri-Service</td><td>Tri-Service joint environments</td></tr></tbody></table>	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
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18	Min Med Standard	<p>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:</p> <table><tr><td>Min Med Std</td><td>Description</td></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)
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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.								