

[UNCLASSIFIED]

JOB SPECIFICATION (2010)		JSN	
Position Title	SO2 Continuous Improvement (CI)	Date Approved	28/9/2022
Unit	COS, Army Personnel Centre (APC)	Approved By	DMS
Location	Glasgow	TLB	Army HQ
Establishment Type	FTRS	Rank/Grade	Maj / OF3
Establishment/OET Ref	57171	Service/Type/Arm	Army / E2
UIN/SLIM/JPA PID	A0051D / 412978 / 2038292	Exch/NATO/JSRL No	-
Incumbent	Maj R T Gray	Staff/Command	Staff Grade 2
E-mail	ryan.gray447@mod.gov.uk	WTE/MSTAR	
Phone Number	SKYPE	Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain	Army	Primary Career Field	Personnel
1 st RO	SO1 CI	Sub Field 1	CM
2 nd RO	AH Change Integration	Secondary Field	
3 rd RO	DMS	Sub Field 2	
Unit Role: To develop and manage the careers of all officers and soldiers in order to enhance the operational effectiveness of the Army.			
Position Role: Deputy Programme Manager for APC Career Management (CM) Continuous Improvement (CI) Programme and CM Portal.			
Responsibilities: <ol style="list-style-type: none"> 1. Oversee the CI Programme Office and POC for RFIs and other requests. 2. Deputy Product Owner for CM Portal. Develop the CM Portal to provide an end to end, single Career Management system. 3. Lead on all CI & CM Portal communications. 4. Develop & deliver CM Portal training. 5. Lead on work-strands as directed by SO1 CI and AH Change Integration. 6. Support and deputise, as necessary, for SO1 CI. 			
Pre Appt/Deployment Trg: <ol style="list-style-type: none"> 1. APC CM PET – Managing Establishment Action and Career Management & Structures (3 Days).] 2. CM Portal – Appointing, Grading, My Career and Career Manager (3 Days approx). 			
Domestic Consideration: <ol style="list-style-type: none"> 1. Post is based in Kentigern House, Glasgow. Hybrid working model (Balance of WFH and Physical attendance). 2. Incumbents should be able to attend KH when required. 			
Performance Attributes	Priority Component Features		
Adaptability & Initiative	Displays enterprise and is willing to take appropriate action. Anticipates and resolves problems.		
Awareness & Understanding	Pers and Career Management knowledge is key to credibility and presence with internal audiences.		
Communication & Influence	Produces logical, fluent, convincing and accurate written work at pace. Displays good oral communication ability to inform and convince. Briefs and presents very effectively.		
Problem Solving & Decision Making	Applies innate intelligence to identify, analyse and solve problems, both practical and intellectual. Exercises flexibility of thought and action.		
Education/Training	Type	Pri	Comments
Military Quals	ICSC	Desirable	
Other Quals/Competencies	Project Mgmt	Desirable	Agile methodology preferred.
Education			
Language			
Experience			
Service/Arm/OGD			
Operational			
Staff	APC Bde / Div HQ	Desirable Desirable	Previous APC experience highly beneficial. Staff work developed to an appropriate level.
Command			
Fields/Trades	Information	Desirable	Previous experience of Digital / Digitisation
	PERS	Desirable	Understanding of the Army Pers and Career Management system will be beneficial.
Environments			
Other Comments	May be suitable for AHR		
Originator: Lt Col R Mackay	Appt: SO1 C	E-mail: Robert.Mackay227@mod.gov.uk	Tel: SKYPE
Auth by 2nd RO: Col P Wright	Appt: AH Change Integration	E-mail: Patrick.Wright255@mod.gov.uk	Date: 28/9/22

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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.