

**OFFICIAL**

<b>MILITARY JOB SPECIFICATION</b>		<b>JSN</b>	
<b>Position Title</b>	OiC People, Engagement & Plans	<b>Date Approved</b>	17 Feb 23
<b>Unit</b>	Northwood Headquarters	<b>Approved By</b>	CO NWD
<b>Location</b>	Northwood Headquarters, London	<b>TLB</b>	UKStratCom
<b>Establishment Type</b>	BLB	<b>Rank/Grade</b>	OF2
		<b>Service/Type/Arm</b>	Navy
<b>UIN/SLIM/JPA PID</b>	N5340A/OiC People Engagement and Plans/2133637	<b>Exch/NATO/JSRL No</b>	No
<b>Incumbent</b>		<b>Staff/Command</b>	Staff
<b>E-mail</b>	NWDHQ-PEP-OiC@mod.gov.uk	<b>WTE/MSTAR</b>	No
<b>Phone Number</b>	TBC	<b>Manning Priority</b>	
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	24 Months
<b>Reporting Chain</b>		<b>Primary Career Field</b>	Personnel
1 <sup>st</sup> RO	Second in Command, Northwood Headquarters	<b>Sub Field 1</b>	N/A
2 <sup>nd</sup> RO	Commanding Officer, Northwood Headquarters	<b>Secondary Field</b>	N/A
3 <sup>rd</sup> RO	TBC	<b>Sub Field 2</b>	N/A
<b>Unit Role:</b> To provide a properly resourced, secure firm base, to support the Mission of resident HQs.			
<b>Position Role:</b> To act as the Officer in Charge of People, Engagement & Plans for Northwood HQ.			
<b>Responsibilities:</b>			
<ol style="list-style-type: none"> <li>1. To act as principal OiC of all personnel within Northwood HQ UPO, providing Command oversight and supporting the UPO Office Manager, acting as 1RO/2RO as required.</li> <li>2. To provide Tier 2 Compliance &amp; Assurance oversight of the UPO &amp; Cash Office.</li> <li>3. To act as the Delegated Authority for all J1 Unit HR staffwork, including but not limited to PACCC Casework, SSSA Applications, and delegated Pers Admin documentation.</li> <li>4. To act as OiC of all personnel within Northwood HQ Gymnasium, providing Command oversight and supporting the Gym Manager, acting as 1RO/2RO as required.</li> <li>5. To lead on development of Plans and Coherence for Northwood HQ under the direction of CO/2iC, undertaking projects as required to sustain HQ development.</li> <li>6. To promote engagement with Northwood Lodger Units and the wider Northwood Community on behalf of CO NWD.</li> <li>7. To support the 2iC in oversight of and support to the Welfare and Community Support team.</li> <li>8. To undertake any additional tasks as required by the CO/2iC Northwood Headquarters.</li> </ol>			
<b>Pre Appt/Deployment Trg:</b> None.			
<b>Domestic Considerations:</b> Accommodation can be provided iaw FTRS FC provisions.			
<b>Performance Attributes</b>	<b>Priority Component Features</b>		
Leadership	The individual must promote a sense of purpose and direction whilst leading firmly and fairly. It is critical that the individual should set a benchmark, by example, which is consistent with Service Values and Standards.		
Management	The individual must be fully confident in being able to allocate resources efficiently and is able to optimise capability within constraints. The individual must also be able to set demanding yet achievable targets when the circumstances dictate as well as supporting such demands through to successful completion. Overall, the individual must be an effective manager of both workforce and resources who can support a team successfully.		
Powers of Communication	The individual must be able to produce logical and accurate written work; be able to articulate orders in a confident, succinct and competent manner and be an empathetic and persuasive communicator.		
Initiative	The individual must possess the judgment to anticipate and resolve problems swiftly; be able to create and grasp opportunities for improvements and identify innovative approaches to problem solving.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ILOC(M)	Desirable	This position would suit a former RN Logistics Officer due to the J1 knowledge required.
Other Quals/Competencies	Project Management	Desirable	
Education	N/A		

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Language	English 3333	Essential	
<b>Experience</b>			
Service/Arm/OGD	N/G/A/J1	Essential	
Operational	N/A		
Staff	Staff Officer duties	Desirable	
Command	N/A		
Fields/Trades	Personnel	Essential	A good understanding of the Tri-Service J1 policies is essential
Environments	Joint	Desirable	
<b>Other Comments</b>	N/A		
<b>Originator:</b> Maj S Taylor	<b>Appt:</b> 2iC NWD HQ	<b>E-mail:</b> NWDHQ-CMD-2iC@mod.gov.uk	<b>Tel:</b>
<b>Auth by 2<sup>nd</sup> RO:</b> Col C Read	<b>Appt:</b> CO NWD HQ	<b>E-mail:</b> NWDHQ-CMD-CO@mod.gov.uk	<b>Date:</b>