

JOB SPECIFICATION TEMPLATE

People Strategy & Policy – Retention Project OR7-OR9 (2182563) (Mar 23)

Position Details

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|--------------------------|--|------------------------------------|--|-------------------------------|---|
| Rank | OR9 | Org. Unit | PEOPLE STRATEGY & POLICY | UIN | N5310S |
| Upper Lower Rank | OR9 / OR7 | Org. Type | Shore Permanent | Exchange With | NA |
| Service (Job) | RN Common Staff Officer | TLB | Navy | Location | Portsmouth (Leach Building) |
| Start Date for Position | 1 Jul 22 | Proposed End Date for Position | NA | Workforce Requirement Driving | No |
| Hiring Status | Active | Position Status | Valid | Position Type | Valid |
| Person Category | FTRS(LC) | Position Status EIT | Valid | Service Option | NA |
| Domain | RN RES WEL (OR) | Career Field | Pers | Sub Career Field | NS |
| Talent Management | NA | Tour Length | 36 months | Handover | 2 days |
| Type of Operation | NA | Operation Name | NA | Operation PID | NA |
| Hierarchy Parent 1 | 1RO – OF2 Retention Project Lead (2182562) | Hierarchy Parent 2 | 2RO – OF4 Future People Policy SO1 (2126352) | Hierarchy Parent 3 | 3RO – OF5 People Strategy & Policy Hd (2117214) |
| Incumbent | | Incumbent Future Availability Date | | Environment | RN |
| Minimum Medical Standard | MND | Child Positions | Nil | Preferred Gender | NA |

Career Management and Rotational Information

| Position CM Desk | Service (CM) | Applicable From | Applicable To |
|------------------|--------------|-----------------|---------------|
| NCM RES FTRS R | RN | | |
| Branch/Arm/Group | Main Trade | Sub Regt/Corp | |
| | | | |

Alternative Branch or Trade

| Alternative 1 | Alternative 2 | Alternative 3 |
|---------------|---------------|---------------|
| | | |

Specialist Pay

| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | Specialist Pay 5 |
|------------------|------------------|------------------|------------------|------------------|
| NA | | | | |

Unit & Position Role

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| Unit Function | Under the 2* Director of People and Training and the 1* Deputy Director of People and Training Strategy, the Strategy and Policy team is the focal point for all people related policy development, ensuring strategic coherence in the formulation of single service, tri-service and quad service policies for personnel in the whole-force Royal Navy. It represents the Royal Navy's interest in all Defence-wide people programmes and employment policy changes, ensuring it is fit for purpose for the Navy. |
| Position Role | The Retention Project team will engage with RN Regular individuals who have an approved voluntary PVR submitted as an independent intermediary to understand reasons and preparedness for leaving and scope possible retention opportunities. This will be conducted in an informal and less hierarchical manner, physically or virtually, particularly focusing on DPP/SPPs, females and EM and at the optimum time for contact, Terminal Date minus 3-6 months. The team will be able to glean valuable evidence as to why individuals are leaving, and to determine if individuals are ready for transition. |

Responsibilities

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| Work with P&T BM/CMs to determine target audience – Delivery Pinch Point (DPP), Sustainability Pinch Point (SPP), Female and Ethnic Minority (EM) Service Leaver with approved VO request. |
| Act as an independent intermediary between the individual and NCHQ P&T, engaging with SP who have submitted PVR to understand reasons and to scope retention opportunities. |
| Determine an individual's preparedness for transition (Leave Well), use HARDFACTS and signpost to DTS/RNRMCM. |
| Every 6 months, pass insights and recommendations to NEC/PIIAC for inclusion as evidence for systemic change. |
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Competence Requirements

| Competence - Full Name | Proficiency Level | Essential | Acquired |
|--|-------------------|-----------|----------|
| None specific | | | |
| Previous Pers Career Field experience an advantage | | | |

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 specific | | | | | |

Local Considerations

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| Domestic |
| Hybrid working by arrangement. Some UK travel will be expected in order to conduct interviews. |
| Employer Comments |
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