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|  **JOB SPECIFICATION (2010)** | **JSN** | **D330** |
| **Position Title** | Deputy Chief of Staff (DCOS) | **Date Approved** |   |
| **Unit** | Joint Counter Terrorist Training & Advisory Team (JCTTAT) |  **Approved By** |   |
| **Location** | Mellor House, St Omer Barracks, Aldershot |  **TLB** |  Army |
|  **Establishment Type** | Established Post / Single Service. |  **Rank/Grade** |  Major / OF3 |
| **Establishment/OET Ref** | 160727 | **Service/Type/Arm** |  Army / E2 |
| **UIN/SLIM/JPA PID** | A2240A / 01681371 / 2113775 | **Exch/NATO/JSRL No**  |   |
| **Incumbent** |  Maj Ambar Gurung | Staff/Command  |  RD |
| **E-mail** | Ambar.gurung184@mod.gov.uk | WTE/MSTAR |   |
| **Phone Number** | 03001580557 | **Manning Priority** |   |
| **Security Status/Caveats** | DV/STRAP | **Assignment Length** |  24 Months |
| **Reporting Chain** | Army | **Primary Career Field** |   |
| 1st RO | CO JCTTAT | **Sub Field 1** |   |
| 2nd RO | Commander ASOB | **Secondary Field** |   |
| 3rd RO |  |  **Sub Field 2** |   |
| **Unit Role:** Design, establish, co-ordinate, evaluate, support and monitor counter terrorist (CT) capability building programmes in priority countries under Op MONOGRAM in order to understand and shape, deter and protect and enhance prosperity in support of HMG CT Strategy.  |
| **Position Role:** Support CO JCTTAT in the management of J1, J4, and J8 staff functions in JCTTAT  |
| **Responsibilities:****1.** Principal J1 staff officer for JCTTAT personnel and Individual Augmentees. **2**. Liaise with all Services on J1 policies and implementation. **3.** Coordinate logistic support to JCTTAT fulfilling duties typically delivered by QM and MTO.**4.** Act as unit Equipment Manager.**5.** Oversight of budget manager for JCTTAT Alpha budget.**6.** Line management of Civil Servants, the J1 and J4 departments.**7.** Design and ensure the relevant staff procedures are adhered to, ensuring efficiency and accountability across staff functional areas. **8.** Deputise for CO and COS JCTTAT when required. **9**. Any other duties as directed by CO JCTTAT. |
| **Pre Appt/Deployment Trg:** QM, DTM, OCDA and EC Manager Cse.  |
| **Domestic Considerations:** Incumbent will be expected to remain in post for a minimum of two years. Must be able to deploy overseas at short notice at any time.  |
| Performance Attributes | **Priority Component Features** |
| Professional Effectiveness | Essential - Incumbent will act independently without close supervision for most of the time. |
| Leadership | Essential - An irreproachable personal example and the ability to influence personnel at all ranks within a tri-Service environment. Must possess the emotional intelligence and moral courage to be both a loyal critic and to give clear direction when required. The incumbent has a pivotal role in maintaining both morale and ethos in a busy and diverse unit. |
| Powers of Communication | Essential - Incumbent must possess the confidence and command presence to brief senior ranks (both military and civilian) and articulate written opinions clearly and succinctly. |
| Initiative | Essential - A forward thinking and agile mind able to exploit opportunities as they arise and solve problems in a dynamic environment. |
| Judgement | Essential - Incumbent must apply innate intelligence to identify, analyse and solve problems, both intellectual and practical. They must make reasoned and auditable decisions and manage risk appropriately without the need for higher endorsement. |
| Management | Essential – Plan, organise and designate effective priorities, establish achievable targets in complex projects and then guide subordinates through to successful completion. |
| Education/Training | **Type** | **Pri** | Comments |
| Military Quals | ICSC (Any) | Essential | The role demands familiarity with normal staff processes and a wide understanding of Defence. |
| Other Quals/Competencies | SA (90) SPO | Desirable | Assist with planning and conduct of LFTT during PDT, act as SPO as required, and provide advice to LTTs. |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD | Army/Combat | Desirable | The majority of projects include dismounted close combat CT training for partner forces. |
| Operational | Recent (3 yrs) | Desirable | Familiarity with deployed logistical issues is essential in order to support a unit with multiple concurrent overseas operations involving Tri-Service personnel. |
| Staff | ICSC(Any) | Desirable | Familiarity with a broad range of staff procedure, and a detailed understanding of how Defence, Joint organisations and wider HMG departments work is desirable. |
| Command |  |  |  |
| Fields/Trades | Combat | Desirable | This role is suited officers from any capbadge who have Joint experience in J1 and J4. Ideally a regular or ex regular (If FTRS is considered) LE Officer with QM and OC HQ Coy experience. |
| Environments | Joint | Desirable | Experience of a Pers / Logs role in a Joint environment advantageous. |
| **Other Comments**DAngeR |   |
|  **Originator:** Lt Col Turner |  **Appt: CO JCTTAT**  |  **E-mail:** timothy.turner873@mod.gov.uk | **Tel: 94222 7484** |
|  **Auth by 2nd RO:** Brig R S J Hedderwick  |  **Appt:** Comd ASOB |  **E-mail:**  robert.hedderwick920@mod.gov.uk |  |  |