Adapted from ANNEX A TO

JOB SPECIFICATION TEMPLATE

Profile of Position: CNR MED MBR2 JPAN 2177764

Position Details

Rank	Preferred PO/CPOMA/Q ARNNS	Org. Unit	R&A	UIN	N6032S
Upper Lower Rank	OR4 – OR7	Org. Type	Permanent	Exchange With	N/A
Service (Job)	N/A	TLB	X00	Location	Portsmouth
Start Date for Position	01 Apr 21	Proposed End Date for Position	N/A	Workforce Requirement Driving	Yes
Hiring Status	Active	Position Status	N/A	Position Type	N/A
Person Category	FTRS (LC)	Position Status EIT	N/A	Service Option	Royal Navy
Domain	N/A	Career Field	PERS	Sub Career Field	N/A
Talent Management	N/A	Tour Length		Handover	1 wk
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
1RO JPAN	1941657	2RO JPAN	1982365	3RO JPAN	N/A
Incumbent	N/A	Incumbent Future Availability Date	N/A	Environment	RN
Minimum Medical Standard	MLD	Child Positions	N/A	Preferred Gender	N/A

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
CM RES FTRS	RN	01 Apr 21	N/A
Branch	Spec	Sub Regt/Corp	
Medical	MA	N/A	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
N/A	N/A	N/A

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
N/A				

Unit & Position Role

Unit Function	Service Entry Medical Cell Office Manager
Position Role	R&A SEMC MBR2 has co-responsibility for the medical standards as pertinent to the recruitment process to meet the aim of HRA: To deliver an effective medical service involving pre-entry medical examinations for all eligible candidates on behalf of R&A. Assist R&A HQ to interpret medical implications and development of all medical policies, sharing best practice and encourage enhanced co-operation. To undertake additional duties and responsibilities as directed by SMOSE or Medical Manager.

Responsibilities

Manage medical appeals, service transfers, re-joiners, and complaints in liaison with R&A HQ, SMOSE & SMOSE RES
Support the nominated Service Provider (SP) in the pre-entry medical process and facilitate a candidate's entry into the Naval Service.
Support the Armed Forces Careers Office (AFCO) with candidates who declare a medical condition at interview that may bar from entry and provide advice when required regarding entry medicals.
Provide medical management and advice to R&A and Recruiting Force in relation to Naval Recruiting and Service Entry Medical Standards.
Liaise with contracted medical providers to ensure an effective and timely pre-entry recruitment medical process.
Ensure that the SEMC information systems remain current and updated
Assist the assurance for SEMC, ensuring practice complies with GDPR, Medicolegal and RN standards, whilst monitoring training compliance and application to practice for all personnel.
To direct and support the SEMC's objectives by providing an effective medical service to facilitate the delivery of pre-entry medical examinations for all eligible candidates on behalf of HRA.
To manage SHEF for the SEMC and maintain standards within the office complying to current RN policy and legislation.
Monitor, analyse and feedback to HRA/contractors as appropriate on performance, statistics and trends in medical outcomes, including contractor medicals, NFA (Med) from Phase 1 NETE and appeals.
Ensure lessons identified are learned by tailoring AFCO ME and Nurse Triage feedback and training events.
To provide medical management and advice to HRA HQ and Recruiting Force in relation to Naval Recruiting and Service Entry Medical Standards.
Assist in the management of AFCO MEs ensuring they are inducted, informed of policy change, trends and updated as necessary. To measure their performance and services provided and record significant events in accordance with the contract and CG measures.
To act as 4C's co-ordinator for building 1/079
To undertake medical recruitment training to AFCOs and external contractors in various locations within the UK.
DMICP Systems Administrator

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
ECDL/Appropriate IT training		Essential	
Maintain a current UK/EU Civilian Driving Licence		Essential	
Equality and Inclusion Training		Essential	
Data Protection Training			
Any other courses required by the HRA Training Manual.			
Drug and Alcohol Awareness lecture attendance		Essential	
Divisional Officers Course (Refresher)		Essential	
Defence Information Management Passport (Information Matters)		Essential	
Security Fundamentals V1		Essential	
Defence Diversity and Inclusion Fundamentals		Essential	
Counter Fraud, Bribery & Corruption for All Staff		Essential	
Healthcare Governance & Assurance		Essential	
Health & Safety Awareness		Essential	
Office Safety Awareness		Essential	
DBS (Enhanced)		Essential	
Business Continuity		Essential	
Security Check (SC)		Essential	
Environmental Awareness		Essential	
Well Being Resilience & Stress		Essential	
		Essential	
Caldicott level 1 And 2 (data security awareness L1)		Essential	
Safeguarding children Lv 1		Essential	
Safeguarding children Lv 2		Essential	
Safeguarding Adults Lv 1			
Safeguarding Adults Lv 2			
BLS / AED			
		Essential	
		Essential	
ASER (View PowerPoint or Formal Training)			
DMICP Systems Administrator			

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
N/A					

Local Considerations

Domestic

Employer Comments
Flexible working as directed

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. 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 Lifed/Temporary, the UIN and parent TLB, and work location for the post.
3	Exchange With	For use with international/NATO exchanges only – Exchange posts annotated in HQ Change PP
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/TWRF). - <mark>Not applicable</mark>
5	Start & End Date, Workforce Requirement	Dates to be used where post has yet to come into existence or is lifted, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No) – <mark>Not applicable for HQ Change positions</mark>
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/TWRF – <mark>Not applicable</mark>
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF - <mark>Not applicable</mark>
9	Service Option	For use when post can be filled by more than one Service.
10	Career Field	For officer posts only. Use HQ Change PP to see the allocated CF . Guidance on CF can be found at Annex B below.
11	Sub Career Field	For officer posts only. See guidance at Section 2 and Annex C below - <mark>Not applicable</mark>
12	Talent Management	<mark>Not Applicable for RN at this time.</mark>
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 1st, 2nd and 3rd ROs for the post as defined in the Unit Hierarchy. Use HQ Change PP to find the JPANs of 1/2/3RO's.
16	Incumbent & FAD	Will be populated by JPA from information relating to current incumbent. - <mark>Not applicable</mark>
17	Environment	Select from the following the value that best reflects the environment within which the post operates: **Environment** **Description** Army Army single-Service environments Military & Civilian Mixed military and civilian (e.g. MOD Head Office)

		Military Only	Military only environments that do not match other values
		Multinational	Multinational (e.g. 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
18	Min Med Standard	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: **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)**		
19	Child Positions	The JPANs of the posts reporting to this post as defined in the Unit Hierarchy. Use HQ Change PP to find the JPANs of child positions.		
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	Use the HQ Change PP to complete all questions related to CM/Branch & Sec. **To assist CMs whilst the change from branch to Career Field employment embeds, please, where relevant, note (in the Alternative Branch) section which branch would traditionally have filled this post.**		
22	Specialist Pay	Reflecting Specialist Pay entitlements associated with the post that have already been agreed via Branch Managers and Pay Colonel Staff. See JSP 754 for guidance.		
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 JSP 755 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 JSP 755 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	<mark>Additional context and information on factors such as home working, flexible working, requirement to travel/deploy.</mark>
29	Security Classification	Job Specifications are 'Official' unless they contain sensitive information.

CAREER FIELDS – ADDITONAL GUIDANCE

CAREER FIELD DEFINITIONS

CAREER FIELD & DEFINITION	NOTES
Operations (Ops) Posts that are involved in the planning, direction, command and control, and execution of operations.	Includes posts involved in the planning and execution/delivery of soft/non-kinetic military effect in support of an operational mission (e.g. PsyOps, Cyber, EOD, Media Ops, Influence Ops). Includes posts directly involved in the planning, tasking and command and control of deployed assets on operations. These posts are able to directly influence or own elements of the battlespace.
Operational Support (Op Sp) Posts that are involved in the generation, preparation and provision of support and advice to the forces that conduct operations.	Includes those involved in collective training. Excludes posts that deliver the individual training of those forces as these belong in the Pers CF. Captures operational enablers eg Intelligence, Medical, Logistics and Infrastructure Support.
Personnel (Pers) Posts involved with all aspects of individual training and the provision of trained personnel; recruiting; personnel strategy; policy and planning; manpower planning and career management of SP; and the technical delivery and assurance of personnel administrative policies.	Excludes collective training (Op Sp).
Defence Engagement (DE) Posts which either enable and/or deliver engagement between UK Defence and other organisations and audiences (e.g. Defence Diplomacy; liaison, exchange and loan service with other nations, international organisations and UK Government departments; UK international policy and planning; NATO and European Policy; media operations & corporate communications; and culture and language appointments).	Excludes those NATO posts (or from similar organisations) that are delivering Operations, Operational Support or Management of Defence functions. For example, those involved with the planning and execution of operations in a NATO HQ will sit in the Ops CF.
Management of Defence (MD) Posts that develop Defence and sS policy and strategy, manage at the military strategic level	

and deliver Departmental and TLB non-operational outputs.	
Capability & Acquisition (C&A) Posts that develop and execute capability and acquisition policy, strategy, planning and finance; infrastructure development; identify and manage capability requirements; conduct research including operational analysis; manage capability programmes and projects, engineering support and in-service capability management.	