

OFFICIAL SENSITIVE

JOB SPECIFICATION (2010)		JSN	
Position Title	SO1 PROJ COORD	Date Approved	
Unit	DCTT HQ	Approved By	
Location	GOSPORT, HAMPSHIRE)	TLB	
Establishment Type	ESTABLISHED	Rank/Grade	
Establishment/OET Ref		Service/Type/Arm	
UIN/SLIM/JPA PID	UIN = N2577A SLIM = 01479571 JPAN = 2073843	Exch/NATO/JSRL No	
Incumbent	GAPPED	Staff/Command	
E-mail		WTE/MSTAR	
Phone Number	VIA SKYPE	Manning Priority	
Security Status/Caveats	SC	Assignment Length	
Reporting Chain		Primary Career Field	
1 st RO	COMDT HMS SULTAN	Sub Field 1	
2 nd RO	COMDT DCTT - RN, ARMY OR RAF	Secondary Field	
3 rd RO	AOC 22 GP - RAF	Sub Field 2	
Unit Role: Train and educate AE, EME, Nuclear and Marine Engineering, and CIS personnel in order to meet the Defence requirement.			
Position Role: SO1 PROJ COORD			
Responsibilities:			
1. Deputise as Head Projects as required.			
2. Run DCTT activities including Project meetings and management information requirements.			
3. Focal point for DCTT Project Officers - oversee compliance with DCTT Governance in the implementation of programme Governance.			
4. Ensure Projects Comms and Engagement Plan is implemented, in keeping with the DCTT plan.			
5. Represent DCTT at external working groups and attend, managing where necessary, project and programme reviews and meetings.			
6. Line Manage DCTT Projects Team, ensuring all levels are effectively employed through SMART objectives.			
7. Oversee the Projects elements of the DCTT risk register and benefits map.			
Pre Appt/Deployment Trg: Project Management – Practitioner – Highly Desirable			
Domestic Considerations: Travel required to the 4 school sites required			
Performance Attributes		Priority Component Features	
Effective Intelligence	Essential - Expected to be innovative in developing Defence solutions across single service sites.		
Judgement	High - Must seek deliverable outcomes.		
Professional Effectiveness	High - must rapidly assimilate key issues across all services in a training environment.		
Initiative	High - Must be able to identify issues and produce solutions in short order.		
Education/Training	Type	Pri	Comments
Military Quals	ACSC	Desirable	Staffing papers for joint training and developing future training
Other Quals/Competencies	CEng	Desirable	Desirable, working in a technical/engineering trg environment.
Education	Tech Degree	Desirable	Desirable, working in a technical/engineering trg environment.
Language	Nil		
Experience			
Service/Arm/OGD	RN	Essential	Maintain Projects Team mix
Operational	Joint	Desirable	Understanding of other FLC requirements desirable
Staff	Grade 2	Desirable	Training background not essential, but advantageous.
Command	N/A		
Fields/Trades	ME	Desirable	Background in an area delivered by DCTT desirable
Environments	Training	Desirable	Experience in Phase 2 or 3 training environments advantageous
Other Comments	This position attracts flexible working, the incumbent will be able to work from home for periods of time, attending Team meetings or events in office as and when required.		
Originator: CAPT DEAKIN		Appt: COMDT HMS SULTAN	E-mail: JO.DEAKIN522@MOD.GOV.UK
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To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.