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| **JOB SPECIFICATION (2010)** | | | | | | **JSN** |  | |
| **Position Title** | AH WF Terms of Service | | | | | **Date Approved** |  | |
| **Unit** | Personnel Policy Branch | | | | | **Approved By** |  | |
| **Location** | Army HQ, ANDOVER | | | | | **TLB** |  | |
| **Establishment Type** | FTRS (HC) (RSG) | | | | | **Rank/Grade** |  | |
| **Establishment/OET Ref** | 05/7266 | | | | | **Service/Type/Arm** |  | |
| **UIN/SLIM/JPA PID** | A2226A / 01172720 / 2082467 | | | | | **Exch/NATO/JSRL No** |  | |
| **Incumbent** | Col GK Gibbs | | | | | Staff/Command |  | |
| **E-mail** | Graham.gibbs788@mod.gov.uk | | | | | WTE/MSTAR |  | |
| **Phone Number** | 94392 7650 | | | | | **Manning Priority** |  | |
| **Security Status/Caveats** | SC | | | | | **Assignment Length** |  | |
| **Reporting Chain** |  | | | | | **Primary Career Field** |  | |
| 1st RO | Hd Pers Pol (Army) | | | | | **Sub Field 1** |  | |
| 2nd RO | D Pers | | | | | **Secondary Field** |  | |
| 3rd RO | DCGS (if required) | | | | | **Sub Field 2** |  | |
| **Unit Role:** **Personnel Policy (Army) develops, directs and assures coherent Personnel Policy in order to sustain and enhance the operational effectiveness of the British Army.** | | | | | | | | |
| **Position Role:** Lead the Workforce Terms of Service policy team, with direct responsibility for ToS of Regular OF5 - OF9 and Honorary Appointments. | | | | | | | | |
| **Responsibilities:**  **1.** Lead the development, implementation and assurance of workforce terms of service (ToS) policies for Reg/Res/Offrs/Sldrs.  **2.** Develop and align workforce policy with legislation to meet Army requirements, including supporting Prog CASTLE initiatives into service.  **3.** Focus for Tri Service ToS policy issues in conjunction with CDP staff.  **4.** Give advice and decisions to casework spanning discharges, extensions, PQs, FOI requests, Service Complaints and other matters.  **5.** Advise on casework for OF5 - OF9 including support to MS Gen on transition to retirement. Authority for extensions in service for OF5 - OF9.  **6.** Provide advice on all matters concerning ToS policy for OF5 - OF9, Honorary Colonel and Colonel Commandant appointments.  **7.** Member of the Army Employment Board, advisor to No.2 and No.1 Boards and member of AMS PQO officer Regular and Reserve selection boards.  **8.** Command, train, develop and appraise mixed WF type (Reg/Res/FTRS) team (1 x SO1, 5 x SO2s). | | | | | | | | |
| **Pre Appt/Deployment Trg:** APC boarding pre-training | | | | | | | | |
| **Domestic Considerations:** Hybrid working (WFH and in office) in line with Army HQ ways of working encouraged.l | | | | | | | | |
| Performance Attributes | **Priority Component Features** | | | | | | | |
| Awareness and Understanding | Broad and practical understanding of personnel policy, able to assimilate detail and grasp nuance and intent and apply sound military judgement. | | | | | | | |
| Communication and Influence | Must communicate clearly and accurately and, at times, robustly and diplomatically orally and in writing. Persuasive briefing skills up to 4\* level. | | | | | | | |
| Breadth and Perspective | Understand the impact of Pers Policy revision and anticipate and deal with unexpected outcomes. Able to assess the impact on individuals. | | | | | | | |
| Problem Solving and Decision Making | Understand the Army staffing process and effectively engage with stakeholders to resolve difficult and finely balanced personnel issues. | | | | | | | |
| Education/Training | **Type** | | **Pri** | Comments | | | | |
| Military Quals | Pscj/AADP | | Desirable | Must be able to sustain a high tempo of varied and technical staff work at pace. | | | | |
| Other Quals/Competencies |  | |  |  | | | | |
| Education |  | |  |  | | | | |
| Language |  | |  |  | | | | |
| Experience |  | |  |  | | | | |
| Service/Arm/OGD | Army | | Desirable | Experience of Regular service highly desirable. | | | | |
| Operational | RD, Comd and Staff | | Desirable | Regular service | | | | |
| Staff | 3\* HQ or above | | Desirable | Grade 1 staff minimum requirement | | | | |
| Command | Unit | | Desirable | To have credibility when briefing existing and creating new policy. | | | | |
| Fields/Trades | Pers | | Essential | APC, MS, Pers or G1 experience highly desirable. | | | | |
| Environments | AHQ, MOD | | Desirable | 3 or 4\* HQ experience beneficial | | | | |
| **Other Comments**  DAngeR | AH WF ToS has been born out of AOM enforced reductions and will effectively be required to deliver a large proportion of the functions currently delivered by a Regular OF5. It will be one of the 5 x AHs within Pers Pol, the other 4 are Regular OF5s. This critical FTRS role will lead a team (including Regular WTE SO1/SO2 staff and other WF types) and be responsible for engaging routinely with Senior Officers on Terms of Service policy development as well as on individual casework. | | | | | | | |
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| **Auth by 2nd RO:** Maj Gen P Griffiths | | **Appt:** D Pers | | | **E-mail:** paul.griffiths132@mod.gov.uk | | | **Date:** 7 Nov 22 |  |