JOB SPECIFICATION (2020)		JSN	
Position Title	SO2 Pers	**Date Approved**	14 May 26
Unit	Joint Military Command South East (JMC SE)	**Approved By**	HC SO1 MS
Location	St Omer Barracks, Aldershot, UK	**TLB**	Army
Establishment Type	Established post	**Rank/Grade**	Major (OF3)
Establishment/OET Ref	FTRS (HC)	**Service/Type/Arm**	Army / E2
UIN/SLIM/JPA PID	A5754A / 2129129 / 2243602	**Exch/NATO/JSRL No**	-
Incumbent	Gapped	**Staff/Command**	-
E-mail		**WTE/MSTAR**	-
Phone Number		**Career Priority**	-
Security Status/Caveats	SC	**Assignment Length**	36 months
Reporting Chain	Army	**Primary Career Field**	Personnel
1st RO	DComd JMC SE	**Sub Field 1**	
2nd RO	Comd JMC SE	**Secondary Field**	
3rd RO		**Sub Field 2**	

Unit Role: Delivery of Firm Base support to the Army in SE England, command Garrison and Stations, support Cadets, deliver Engagement and UK Resilience Ops.

Position Role: Principal G1 Staff Officer responsible for the coordination and delivery of G1 outputs across the Firm Base.

Responsibilities:

1. **Executive Officer (XO) – Firm Base**: Serve as the principal staff officer responsible for the delivery of Firm Base Transformation initiatives. Provide comprehensive advice to the Command Team on organisational structure changes across the JMC. Provide SME analysis and recommendations to the command group on risks posed, courses of action to remedy and mitigate within the Firm Base and WF structures
2. **Team Management and Oversight**: Exercise line management and oversight of teams accountable for PD, Medical Health, CNO/CVO duties, Military Housing, Defence Recovery Capability, and Chaplaincy support, ensuring the delivery of high-quality outputs in each area.
3. **Individual resilience**: Provide 1* level analysis to inform command decisions and risk mitigation for Mil SP, Civil Service, and contractors. Advise the Commander on CMCR and VRM outputs, with recommendations to support decision-making.
4. **Lived Experience and Welfare Oversight**: Oversee and enhance the lived experience of Service Personnel within the JMC South East Area of Responsibility through the LEIF and Army Welfare Fund. Monitor, analyse, and report on the allocation and utilisation of funds, and serve as an authorised approver as delegated by the Commander JMC SE, under the direction of the DCOS and Chain of Command.
5**. Area Support and Mobility:** Be prepared to travel throughout the Area of Responsibility to assist subordinate commands in the delivery of support to Personnel and Firm Base objectives.
6**. Operational Support – UK Resilience:** Remain prepared to provide support to JMC SE during UK Operations and MACA taskings as required.
7. Any additional responsibilities required in support of JMC SE as directed by the DCOS and DCOMD.

Pre Appt/Deployment Trg: Defence Contribution to Resilience (Level 2) course. Diversity & Inclusion Advisor course.

Domestic Considerations:

1. UK based Army Reserve, FTRS, ADC are allowed Entitled Rates for accommodation purposes, SLA/SFA only. See JSP 464 for T/Cs.
2. Must be prepared to support the JMC during Ops.
3. Flexible/hybrid working maybe available subject to the Commander's agreement, however, living locally is recommended.
4. BPT work remotely and help and assist subordinate commands where required.

Performance Attributes	Priority Component Features
Adaptability and Initiative	Adapts to new circumstances, bringing to bear both common sense and innovation. Anticipates problems and grasps opportunities for improvement.
Adaptability and Initiative	Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output.
Delivering Results	Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives.
Communication and Influence	Effectively listens to and conveys thoughts, ideas and direction to others through verbal and written communication.

Education/Training	Type	Pri	Comments
Military Quals	ICSC(L or LR)	Essential	
Other Quals/Competencies	UWO D&I(A)	Desirable Desirable	Can be done as pre-employment training

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.

Education			
Language			
Experience			
Service/Arm/OGD			
Operational	UK Resilience/ MACA	Desirable	
Staff			
Command	Sub-Unit Comd	Desirable	
Fields/Trades	Personnel	Essential	Policy and/or delivery experience in D&I, Med Health or Welfare Support would be beneficial.
Environments			
Other Comments	Staff skills, prioritisation and time management are critical; must be fluent on paper, succinct when speaking and capable of sound judgement.		
Originator: Maj Cowen	**Appt:** DComd	**E-mail:** SEHQ-DCOS	**Tel:** 0303 384 4592
Auth by 2nd RO: Lt Col Petransky	**Appt:** Comd, HQ SE	**E-mail:** SEHQ-DCOMD	**Date:** 14 May 26

To be completed in conjunction with Annex A - Job Specification (2010) Guidance Notes.