JOB SPECIFICATION TEMPLATE

Position Details – FGEN Military People Partner SO2|2156063

Rank	OF3	Org. Unit	Workforce Planning & Talent	UIN	N/A
Upper Lower Rank	N/A	Org. Type	Permanent	Exchange With	N/A
Service (Job)	RN	TLB	X00	Location	NCHQ
Start Date for Position	01/04/22	Proposed End Date for Position	N/A	Workforce Requirement Driving	No
Hiring Status	Active	Position Status	N/A	Position Type	N/A
Person Category	RN Reg	Position Status EIT	N/A	Service Option	N/A
Domain	N/A	Career Field	PERS	Sub Career Field	N/A
Talent Management	N/A	Tour Length	24 Months	Handover	1 Week
Type of Operation	N/A	Operation Name	N/A	Operation PID	N/A
1RO JPAN	TBC	2RO JPAN	TBC	3RO JPAN	TBC
Incumbent	N/A	Incumbent Future Availability Date	N/A	Environment	Tri-Service
Minimum Medical Standard	MND	Child Positions	TBC	Preferred Gender	N/A

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
CAPPS	RN	01 Apr 22	N/A
Branch	Spec	Sub Regt/Corp	
CAPPS	CAPPS	N/A	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3
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	Workforce Planning & Talent
Position Role	SO2 Force Generation Military People Partner

Responsibilities

1. Work within the Military People Partner team to provide SME HR advice on workforce delegation sets, be an efficient route to workforce change and mitigate any risk to the Royal Navy's Strategic Workforce Plan.

2. Work within the specific 2* directorate area to provide SME advice on any workforce issues and network with all stakeholders to achieve a solution.

3. Work with specific Professions and Career Managers on resource management of in year emerging demands in that delegated area.

4. Draft and implement any Workforce related Implementation Orders in that delegated area such as those imposed by the IR.

5. Draft the HR aspects of any annual ABC submissions/FCR bids with all stakeholders/ sponsor and Strat Plans/P&T.

6. Work with P&T stakeholders such as WCM team, SWP and Branch managers in ensuring any in years changes are structurally sustainable and in line with workforce freedoms.

7. Providing MIL advice to business area on any internal/external trawls for people.

8. To carry out any tasks as prescribed by the SO1 Military People Partner and the SO2 FGEN Military People Partner.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired

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
N/A
Employer Comments
• Hybrid working

OFFICAL

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). - Not applicable
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) – Not applicable for HQ Change positions
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 – Not applicable
8	Person Category	Will be completed by Establishments staff based on information on EAF/TWRF - Not applicable
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 - Not applicable
12	Talent Management	Not Applicable for RN at this time.
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. - Not applicable
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.	3A-7