

JOB SPECIFICATION (2010)		JSN	TBN
Position Title	SNCO RE Apprenticeships	Date Approved	28 Apr 23
Unit	RHQ RE	Approved By	HC/Pers Pol
Location	BROMPTON BKS, CHATHAM	TLB	Army
Establishment Type	FTRS(HC)	Rank/Grade	OR6/7
Establishment/OET Ref	FTRS HC – Auth: Ed Br AAP	Service/Type/Arm	Army / E1
UIN/SLIM/JPA PID	A036A SNCO Apprenticeships RE 2202099	Exch/NATO/JSRL No	
Incumbent	Vacant	Staff/Command	Staff
E-mail	tbc	WTE/MSTAR	N/A
Phone Number	tbc	Manning Priority	
Security Status/Caveats	SC / Nil	Assignment Length	36 months
Reporting Chain		Primary Career Field	PERS
1 st RO	SO2 Apprenticeships	Sub Field 1	Policy/CM
2 nd RO	SO1 Careers	Secondary Field	PERS
3 rd RO	N/A	Sub Field 2	Recruiting/Retention
Unit Role: Support the Moral Component of Fighting Power by sustaining the Corps/Regimental family as Head of Arm, with a Career, Learning & Development focus, custodian and conscience; recruit and retain.			
Position Role: Support the delivery of apprenticeships and associated projects as directed to sustain RE specific personal and professional Learning & Development.			
Responsibilities:			
<ol style="list-style-type: none"> 1. Management of resources aligned to the RE apprenticeship programme. 2. POC for facility management of End Point Assessment locations. 3. Coordinate End Point Assessment activity. 4. Support delivery of upskilling training packages, Corps wide. 5. Unit liaison/POC for coordination of mentor training. 6. Act as an end point assessor. 7. Deliver apprenticeship briefings on inductions or, in the absence of the SO2/1. 8. Lead on apprenticeship social media and collation of surveys. 9. Contribute to the annual apprenticeship awards. 10. Deputise as SO2 Apprenticeships during periods of absence. 			
Pre Appt/Deployment Trg: N/A			
Domestic Considerations: Incumbent will be expected to remain in post for a minimum of 2 years. Place of work in the Regt HQ at Chatham. Flexible working and WFH arrangement may be available.			
Performance Attributes	Priority Component Features		
Professional Effectiveness	Essential - Incumbent will act independently without close supervision and will be expected to work with multiple stakeholders.		
Initiative	Essential – Incumbent will be required to plan and coordinate activities; including the allocation of resources.		
Judgement	Essential – Incumbent will be required to make decisions based upon considered courses of action (COAs).		
Powers of Communication	Essential - Incumbent must have strong interpersonal and briefing skills; essential that they are IT literate and have a good working knowledge of Excel and MS Word.		
Operational Credibility	Desirable – Understanding of Army and Corps career paths.		
Education/Training	Type	Pri	Comments
Military Quals	Artisan Class 1	Essential	Incumbent must be a (military) Class 1 qualified Carpenter and Joiner, Bricklayer and Concreter or Plant Operator Mechanic; or hold a civilian equivalent qualification.
Other Quals/Competencies			
Education	RQF 5	Desirable	SNCO ADLP level is acceptable.
Experience			
Service/Arm/OGD	RE	Desirable	Knowledge of RE career structures is beneficial.
Operational	Artisan	Essential	KSE in trade is essential
Staff		Desirable	Must be able to articulate thoughts in clear concise English.
Fields/Trades	Logistics	Desirable	Must be able to manage and account for resources.
Other Comments			

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