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|  **JOB SPECIFICATION (2020)** | **JSN** |   |
| **Position Title** | SO2 Pers | **Date Approved** |  12 Feb 24 |
| **Unit** | RPoC South East (SE) |  **Approved By** |  HC SO1 MS |
| **Location** | Wavell 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 / 2188189 | **Exch/NATO/JSRL No**  |  - |
| **Incumbent** | Vacant | Staff/Command  |  - |
| **E-mail** |  | WTE/MSTAR |  - |
| **Phone Number** |  | **Manning Priority** |  - |
| **Security Status/Caveats** | SC | **Assignment Length** |  36 months |
| **Reporting Chain** | Army | **Primary Career Field** |  Personnel |
| 1st RO | DComd HQ SE (OF4) | **Sub Field 1** |   |
| 2nd RO | Comd HQ SE (OF5) | **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. XO of the Firm Base (Personnel) branch; responsible for the coordination of Diversity & Inclusion (D&I), Individual Resilience (PD, Med Health, CAS/CNO), Housing, Discipline, Absence Recovery, Service Complaints, Welfare and Chaplaincy support.
2. Line Manager for 5 x military personnel, 5 x civil servants and 1 x defence contractor.
3. Act as Lead D&I Advisor and coordinate Climate Assessments within OPCOM units (including ACF).
4. Act as the lead for Op TEAMWORK on behalf of HQ South East, developing and delivering a strategy to improve the work environment for all.
5. Secretary of Formation and Unit Heath Committees, oversee PAPMIS, WISMIS and ARCAB referrals.
6. Oversee submissions on the Lived Experience (LE) Common Operating Picture (COP), member of the LE Innovation Fund (LEIF) Board and work with key stakeholders to advise commanders and improve the LE across the AOR.
7. Any additional responsibilities required in support of HQ South East as directed by the DCOS.
8. Be prepared to support JMC(SE) during UK Resilience Operations.
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| **Pre Appt/Deployment Trg:** Defence Contribution to Resilience (Level 2) course. Unit Welfare Officer course. Diversity & Inclusion Advisor course. |
| **Domestic Considerations:** Flexible/hybrid working maybe available subject to the Commanders agreement, however, living locally is recommended. |
| 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) | Desirable | If not held, must evidence staff skills |
| Other Quals/Competencies |  D&I(A) | Desirable | Can be done as pre-employment training |
| Education |  |  |  |
| Language |  |  |  |
| Experience |  |  |  |
| Service/Arm/OGD |  |  |  |
| Operational |  |  |  |
| Staff |  |  |  |
| Command |  |  |  |
| 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 FL Sykes MBE |  **Appt:** DCOS, HQ SE |  **E-mail:** fran.sykes426@mod.gov.uk | **Tel:** 0300 167 5617 |
|  **Auth by 2nd RO:** Col DB Kenney OBE |  **Appt:** Comd, HQ SE |  **E-mail:** david.kenny238@mod.gov.uk | **Date:** 12 Feb 24 |