

OFFICIAL - MANAGEMENT

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
1 st RO	DComd HQ SE (OF4)	Sub Field 1	
2 nd RO	Comd HQ SE (OF5)	Secondary Field	
3 rd 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: <ol style="list-style-type: none"> 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. Line Manager for 5 x military personnel, 5 x civil servants and 1 x defence contractor. Act as Lead D&I Advisor and coordinate Climate Assessments within OPCOM units (including ACF). 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. Secretary of Formation and Unit Health Committees, oversee PPMIS, WISMIS and ARCAD referrals. 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. Any additional responsibilities required in support of HQ South East as directed by the DCOS. Be prepared to support JMC(SE) during UK Resilience Operations. 			
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.		

OFFICIAL - MANAGEMENT

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

OFFICIAL - MANAGEMENT

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

OFFICIAL - MANAGEMENT

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