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| **JOB SPECIFICATION (2020)** | | | | | | **JSN** | TBC | |
| **Position Title** | SO2 Life Skills | | | | | **Date Approved** | 3 Jan 23 | |
| **Unit** | HQ 51 Infantry Brigade & HQ Scotland | | | | | **Approved By** | TBC | |
| **Location** | Redford Barracks, Edinburgh | | | | | **TLB** | Army | |
| **Establishment Type** | Established Post | | | | | **Rank/Grade** | OF3 / Major | |
| **Establishment/OET Ref** | FTRS(HC) | | | | | **Service/Type/Arm** | Army/E2 | |
| **UIN/SLIM/JPA PID** | A4083A/1343542/1762764 | | | | | **Exch/NATO/JSRL No** |  | |
| **Incumbent** | W0804328 Maj Crosbie | | | | | Staff/Command |  | |
| **E-mail** | Amanda.crosbie227@mod.gov.uk | | | | | WTE/MSTAR |  | |
| **Phone Number** |  | | | | | **Manning Priority** | Must | |
| **Security Status/Caveats** | SC | | | | | **Assignment Length** | 36 Months | |
| **Reporting Chain** | Army | | | | | **Primary Career Field** | Personnel | |
| 1st RO | DComd 51X | | | | | **Sub Field 1** |  | |
| 2nd RO | Comd 51X | | | | | **Secondary Field** | Ops Sp | |
| 3rd RO | GOC RC | | | | | **Sub Field 2** |  | |
| **Unit Role:** Delivery of the Firm Base across the HQ 51 Infantry Brigade & HQ Scotland AOR including UK Operations. | | | | | | | | |
| **Position Role:** Responsible for supporting the CofC in the delivery of through-career information and advice to SP in order to promote long term planning whilst in and after service. | | | | | | | | |
| **Responsibilities:**  1. Promote and support the delivery of Life Skills and all the associated Engagement events within the Headquarters 51 Infantry Brigade & HQ Scotland AOR.  2. Promote, monitor and validate the use of HARDFACTS by units within the region.  3. Provide specific information to support Life Skills development including a demographic analysis of the region making it accessible to dependent SP and families.  4. Maintain close relationships with unit RCMOs, RAOs, & UWOs to deliver unit-specific bespoke Life Skills packages to mitigate emerging unit challenges.  5. Support G1 audits to monitor compliance with the associated governance and undertake unit liaison/advisory visits to include 1st Line BaU management checks.  6. Maintain oversight of the support and services available to SP/families (including DTS) in order to highlight and exploit opportunities to expand, develop and deliver Life Skills.  7. Support HQ RC in the development of Life Skills information and tools. Attend Firm Base Life Skills forums quarterly and maintain a working knowledge of Regular to Reservist transition.  8. BPT SUPPORT projects and DELIVER as directed by the CofC. | | | | | | | | |
| **Pre Appt/Deployment Trg:** Unit Resettlement Officer and DCR L2 | | | | | | | | |
| **Domestic Considerations:** Current Driving license essential. Post routinely involves evening and weekend work. Flexible/hybrid working may be available subject to the Commanders agreement, however, living locally is recommended. | | | | | | | | |
| Performance Attributes | **Priority Component Features** | | | | | | | |
| Professional Effectiveness | Builds and maintains connections to create trusted working relationships within a small but very busy team. | | | | | | | |
| Judgement | Achieve objectives competently, allocating and amending priorities to meet set outputs. | | | | | | | |
| Powers of communication | Effective written and verbal communication with service providers, potential employers, Service leavers and their families. | | | | | | | |
| Initiative | Ability to motivate and encourage a wide range of civilian agencies. | | | | | | | |
| Education/Training | **Type** | | **Pri** | | Comments | | | |
| Military Quals | ICSC (L) (LR) | | Desirable | | Or legacy equivalent | | | |
| Other Quals/Competencies | UWO | | Desirable | |  | | | |
| Education |  | |  | |  | | | |
| Language |  | |  | |  | | | |
| Experience |  | |  | |  | | | |
| Service/Arm/OGD | Army/E2 | | Desirable | |  | | | |
| Operational | Any | | Desirable | | UK Ops experience an advantage. | | | |
| Staff | 1\* Fmn HQ | | Desirable | |  | | | |
| Command | Sub-Unit | | Desirable | |  | | | |
| Fields/Trades | G1 | | Essential | | DE or LE Offr with varied previous G1 experience | | | |
| Environments |  | |  | |  | | | |
| **Other Comments**  DAngeR | Post will involve travel for the purpose of liaison, policy updates and job related training | | | | | | | |
| **Originator:** Maj AJ Crosbie | | **Appt:** SO2 Life Skills | | **E-mail:**  Amanda.crosbie227@mod.gov.uk | | | | **Tel:** |
| **Auth by 2nd RO:** Brig B M A Wrench | | **Appt:** Comd 51X | | **E-mail** Benjamin.Wrench304@mod.gov.uk | | | | **Date:** 3 Jan 23 |