**ANNEX A TO**

**CHAPTER 3**

**JSP 755**

**JOB SPECIFICATION TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Profile of Position:** | | | | | | | | | | |
| **Position Details** | | | | | | | | | | |
| Rank | OR4 – OR7 | Org. Unit | FOST FAS SHORE - SMQ | | UIN | | | N5316A | | |
| Upper Lower Rank | OR4 – OR7 | Org. Type | SMQ INSTRUCTOR | | Exchange With | | | NA | | |
| Service (Job) | Royal Navy LH - CPO | TLB | RN | | Location | | | HELENSBURGH (CLYDE SUBMARINE BASE) | | |
| Start Date for Position | TBC | Proposed End Date for Position | Lifed | | Workforce Requirement Driving | | | Yes – Royal Navy | | |
| Hiring Status | RN - Active | Position Status | *Estabs to complete* | | Position Type | | | *Estabs to complete* | | |
| Person Category | *FTRS BM to complete* | Position Status EIT | *FTRS BM to complete* | | Service Option | | | No | | |
| Domain | ANY SM | Career Field | N/A | | Sub Career Field | | | N/A | | |
| Talent Management | N/A | Tour Length | N/A | | Handover | | | N/A | | |
| Type of Operation | N/A | Operation Name | N/A | | Operation PID | | | N/A | | |
| Hierarchy Parent 1 | SMQ Training Officer | Hierarchy Parent 2 | TS1 SM | | Hierarchy Parent 3 | | | TMSM | | |
| Incumbent | 2006303 | Incumbent Future Availability Date | Gapped | | Environment | | | Military & Civilian | | |
| Minimum Medical Standard | MND | Child Positions | N/A | | Preferred Gender | | | N/A | | |
|  |  |  |  | |  | | |  | | |
| **Career Management and Rotational Information** | | | | | | |  | | | |
| Position CM Desk | | Service (CM) | Applicable From | | Applicable To | | |  | | |
| FTRS | | ROYAL NAVY | N/A | | N/A | | |  | | |
| Branch/Arm/Group | | Main Trade | Sub Regt/Corp | |  | | |  | | |
| ANY | | ANY |  | |  | | |  | | |
|  | | | | | | | | | | |
| **Alternative Branch or Trade** | | | | | | | | | | |
| Alternative 1 | | Alternative 2 | | | Alternative 3 | | | | | |
| ANY | |  | | |  | | | | | |
|  | | | | | | | | | | |
| **Specialist Pay** | | | | | | |  | | | |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | | Specialist Pay 5 | | |  | | |
| Submariner 1 - 4 Career |  |  |  | |  | | |  | | |
|  |  |  |  | |  | | |  | | |
| **Unit & Position Role** | | | | | | | | | | |
| Unit Function | To provide Safe Submariners for sea through SMQ(N) Dry in preparation for their continued at sea training. | | | | | | | | | |
| Position Role | ANY | | | | | | | | | |
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| **Responsibilities** | | | | | | | | | | |
| |  | | --- | | 1. To supervise and manage the SMQ(N) trainees, delivering classroom and platform instruction as detailed. | | 1. Act as Divisional Officer to trainees and junior SMQ(N) staff members. | | 1. Act as Duty Instructor ensuring contactable at all times IAW the Duty Instructor watchbill. | | 1. Conduct Naval Base Duties as required. | | | | | | | | | | |  |
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| **Competence Requirements** | | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | | | Acquired | |
| SECURITY CLEARANCE (SC) | | | |  | | X | | |  | |
| SM QUALIFIED | | | |  | | X | | |  | |
| DEFENCE TRAINER CAPABILITY (DTC) | | | |  | | X | | |  | |
| CARE OF TRAINEES | | | |  | | X | | |  | |
| COACHING AND MENTORING L2 | | | |  | | X | | |  | |
| MANDATORY LECTURES | | | |  | | X | | |  | |
| DIVISIONAL OFFICER COURSE | | | | OR6 > | | X | | |  | |
|  | | | | | | | | | | |
| **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 | | |
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| **Local Considerations** | | | | | | | | | | |
| Domestic | | | | | | | | | | |
| Applicant should be flexible with working hours, as there may be occasions when early starts or late finishes may be required. SM SQEP and currency critical to delivery of course content. Consultation with MOD civil servants has identified that they would be unsuitable for this role and unable to meet the essential competencies detailed. | | | | | | | |  | | |
| Employer Comments | | | | | | | | | | |
| Attention to drawn to responsibilities as there will be a requirement to conduct Naval Base Duties, which will require the applicant to remain on the base overnight (food & accommodation included). SM SQEP and currency critical to delivery of course content. Consultation with MOD civil servants has identified that they would be unsuitable for this role and unable to meet the essential competencies detailed. | | | | | | | | | |  |
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| SECURITY CLASSIFICATION (Note 29) | | | | | | | | | |  |

**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 and will therefore provide the basis for completion of the TWRF. Once established, these fields will auto-populate on creation of the Job Spec Report and may only be amended through an establishment variation.*

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| **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 |
| 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). |
| 5 | Start & End Date, Workforce Requirement | Dates to be used where post has yet to come into existence or is lifed, and indicator as to whether post is included in overall single-Service workforce requirement (Yes/No) |
| 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. |
| 8 | Person Category | Will be completed by Establishments staff based on information on EAF/TWRF. |
| 9 | Service Option | For use when post can be filled by more than one Service |
| 10 | Career Field | For officer posts only. See guidance at Section 2 and Annex B above. |
| 11 | Sub Career Field | For officer posts only. See guidance at Section 2 and Annex C above. |
| 12 | Talent Management | To be used in accordance with single-Service direction on the identification of posts such as those deemed Where Talent Endures (WTE) or Medium & Short Term Areas for Reinforcement (Army). Values available are: Yes / No / Not Applicable. |
| 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. |
| 16 | Incumbent & FAD | Will be populated by JPA from information relating to current incumbent. |
| 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. |
| 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 | For single-Service use. |
| 22 | Specialist Pay | Reflecting Specialist Pay entitlements associated with the post. See JSP 754 for guidance. Single-Service pay policy staff should be consulted before completion. |
| 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 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 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 | Additional context and information on factors such as temporary changes or future workstrands, eg a location move, policy review, overseas deployment/travel etc. This section is also to be used to express additional criteria applicable to the selection, including essential and desirable criteria. |
| 29 | Security Classification | Job Specifications are ‘Official’ unless they contain sensitive information. |

**ANNEX B TO**

**CHAPTER 3**

**JSP 755**

CAREER FIELDS – ADDITONAL GUIDANCE

CAREER FIELD DEFINITIONS

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| **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; andthe 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. |  |

CAREER FIELD POST ALLOCATION PRINCIPLES AND PRACTICES

**ALLOCATION PRINCIPLES**

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| **Principle 1** | DS Sec is responsible for the allocation of all joint and rotational posts at OF5 and above to the Defence CF. The sS are responsible for the allocation of all sS posts to CF. |
| **Principle 2** | As the norm, posts are mapped on the basis of their individual function and not the function of the organisation of which they are a part. Hence organisations that perform multiple roles may have staff in different CF that reflect this (e.g. HQ LONDIST is assessed to generally perform an Op Sp function but as it has home security responsibilities some of its posts are likely to fall into the Ops CF). There will be instances where the function of the organisation can be used as additional guidance for determining the appropriate CF of a post. |
| **Principle 3** | Posts from the staff branches within deployable formation HQ are likely to fall into the following CF: J1 – Pers or Op Sp CF (depending on precise post function)  J3 & J5 – Ops CF  J2, J4, J6 & J7 – Op Sp CF  J8 – Op Sp CF  J9 – DE CF |
| **Principle 4** | A post should be allocated to only one CF, which should be the CF to which the majority of its functions relate or to which the majority of the post-holder’s time is dedicated. |

**ALLOCATION PRACTICES**

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| **Practice 1** | MA appointments may fall into the CF of the principal they support (on the basis that they accumulate significant knowledge and experience relating to the CF within which their principal operates) or Management of Defence, as deemed most applicable by Job Owner/Sponsor. |
| **Practice 2** | Staff posts in DSF, SRR and SFSG will generally relate to the Ops CF but posts performing enabling functions within these organisations are likely fall into the other relevant CF. |
| **Practice 3** | PJHQ performs a function that relates directly to the Ops CF but a number of staff branches have posts that will better align with other relevant CF. |
| **Practice 4** | Staff posts associated with the planning, execution and command and control of intelligence gathering operations (HUMINT, ISTAR, etc.) fall into the Ops CF but Int and Sy posts generally fall into the Op Sp CF. |
| **Practice 5** | All Media and Corporate Communications posts fall into the DE CF. |
| **Practice 6** | All DA, Exchange Officer and Liaison Officer posts generally fall into the DE CF. However, while the purpose of having an Exchange Officer post is to gain influence with the host nation this is not the function of the post (i.e. it could be Ops). Career managers and Job Owners will need to decide which CF has primacy. This may also apply to Liaison Officer posts. |
| **Practice 7** | Posts in MSP, IPP, NEP, Ops Dir, TIO, DOC or DCMC will generally fall into the MD CF but some posts will be in the Ops CF. |
| **Practice 8** | As a rule, posts within Cap Dev will fall into the C&A CF. |
| **Practice 9** | As a rule, DE&S SCM posts will fall into the C&A CF. |
| **Practice 10** | Specialist technical and engineering posts are likely to be allocated to the Op Sp CF if providing direct support to deployable operations and otherwise to the C&A CF. This will include: military infrastructure engineering; maritime platform, safety and systems engineering; electrical and mechanical platform, safety and systems engineering; aviation and aero platform, safety and systems engineering and communications and network engineering. |