**ANNEX A TO**

**CHAPTER 3**

**JSP 755**

**JOB SPECIFICATION TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Profile of Position:** | | | | | | | | | | |
| **[ For Army and RAF posts only] SLIM No:** | | | | | | | | | | |
| **Position Details** | | | | | | | | | | |
| Rank | WO2 | Org. Unit | DIO UK DTE | | UIN | | |  | | |
| Upper Lower Rank | N/A | Org. Type | HQ SPTA | | Exchange With | | | N/A | | |
| Service (Job) | DIO|UK DTE|SPTA | TLB | DIO | | Location | | | SPTA | | |
| Start Date for Position | 01 Apr 23 (ASAP) | Proposed End Date for Position | N/A | | Workforce Requirement Driving | | | B licence | | |
| Hiring Status | Active | Position Status | Established | | Position Type | | | N/A | | |
| Person Category | N/A | Position Status EIT | N/A | | Service Option | | | N/A | | |
| Domain | Army | Career Field | Op Sp | | Sub Career Field | | | Training | | |
| Talent Management | N/A | Tour Length | 36 months with the potential to extend | | Handover | | | 1 Week | | |
| Type of Operation | N/A | Operation Name | N/A | | Operation PID | | | N/A | | |
| Hierarchy Parent 1 | TSO Live SPTA | Hierarchy Parent 2 | STSO SPTA | | Hierarchy Parent 3 | | | DH DIO RD OSTrg UKDTE | | |
| Incumbent | Gapped | Incumbent Future Availability Date |  | | Environment | | | Military & Civilian | | |
| Minimum Medical Standard | MFD | Child Positions | N/A | | Preferred Gender | | | N/A | | |
|  |  |  |  | |  | | |  | | |
| **Career Management and Rotational Information** | | | | | | |  | | | |
| Position CM Desk | | Service (CM) | Applicable From | | Applicable To | | |  | | |
| N/A | | N/A | N/A | | Note 21 | | |  | | |
| Branch/Arm/Group | | Main Trade | Sub Regt/Corp | |  | | |  | | |
| Note 21 | | Note 21 | Note 21 | |  | | |  | | |
|  | | | | | | | | | | |
| **Alternative Branch or Trade** | | | | | | | | | | |
| Alternative 1 | | Alternative 2 | | | Alternative 3 | | | | | |
| N/A | | N/A | | | N/A | | | | | |
|  | | | | | | | | | | |
| **Specialist Pay** | | | | | | |  | | | |
| Specialist Pay 1 | Specialist Pay 2 | Specialist Pay 3 | Specialist Pay 4 | | Specialist Pay 5 | | |  | | |
| N/A |  |  |  | |  | | |  | | |
|  |  |  |  | |  | | |  | | |
| **Unit & Position Role** | | | | | | | | | | |
| Unit Function | DIO SD Trg is to deliver and develop safe and sustainable training areas and facilities to support the endorsed and contingent training requirements of Defence | | | | | | | | | |
| Position Role | Reporting to the Training Safety Officer (Live) Salisbury Plain Training Area, the post holder is responsible for the safe and efficient management of Bulford and Warminster Small Arms Static Live Fire Ranges for authorised users.  This role involves the management and oversight of all range bookings and inspections in accordance Defence Safety Authority, Ordnance, Munitions and Explosives Part and MOD form 907.  The post holder must be able to work autonomously and as part of a team when required. | | | | | | | | | |
|  |  |  |  | |  | | |  | | |
| **Responsibilities** | | | | | | | | | | |
| 1. **Manage**. Ensure Bulford and Warminster LFMT ranges are managed effectively ensuring that bookings are accepted in accordance with the priority table. 2. **Maintain.** Maintain accurate records of fixed template small arms range usage (including no shows). 3. **Compliance**. Participate in the assurance process of the ‘safe place’ in accordance with JSP 375 and DSA OME Pt 3. 4. **Manage**. Management and oversight of LFMT, ensuring that all activity is in accordance with Defence Regulations and SPTA Range Standing Orders. The incumbent must be aware of current doctrine and operational policies. Must be capable of adopting an authoritative stance with a unit who are compromising safe place. 5. **Support.** Advise users on the suitability of small arms ranges as directed by the Army Operational Shooting Policy. 6. **Support.** Conduct the role of SPTA Duty Officer (7 day duty) when required. 7. **Communicate**. The incumbent must have good communication skills. Where necessary, mediate between units who have not come to a satisfactory conclusion during deconfliction of facilities. Maintain and enhance professional working relationships with industry partners, landowners, conservation groups, local government and civilian stakeholders to foster good public relations. 8. **Develop**. Be prepared to operate on any area/part of SPTA in accordance with the Commanders intent; this will allow all staff to gain experience of all of SPTA. | | | | | | | | | |  |
|  |  |  |  | |  | | |  | | |
| **Competence Requirements** | | | | | | | | | | |
| Competence - Full Name | | | | Proficiency Level | | Essential | | | Acquired | |
| SA (A) (18) | | | |  | | Y | | |  | |
| Cat B Licence | | | |  | | Y | | |  | |
|  | | | | | | | | | | |
| **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 | | |
| Airwaves user course (to be conducted upon assignment) | DIO OS & Trg Safety Course  (1 Week and to be conducted upon assignment ) |  |  | |  | | |  | | |
|  | | | | | | | | | | |
| **Local Considerations** | | | | | | | | | | |
| Domestic | | | | | | | | | | |
| Must be located within 30 mins of HQ SPTA. | | | | | | | |  | | |
| Employer Comments | | | | | | | | | | |
| 1. Intellectual agility to maintain currency on multiple issues and have the physical energy and drive to maintain communications with stakeholders. 2. Requires excellent communication and leadership skills. 3. Must be able to balance conflicting priorities and have to ability negotiate/persuade for desired outcomes where necessary. | | | | | | | | | | |