

JOB SPECIFICATION TEMPLATE

People Strategy & Policy – Retention Project OR7-OR9 (2182563) (Mar 23)

Position Details

Rank	OR9	Org. Unit	PEOPLE STRATEGY & POLICY	UIN	N5310S
Upper Lower Rank	OR9 / OR7	Org. Type	Shore Permanent	Exchange With	NA
Service (Job)	RN Common Staff Officer	TLB	Navy	Location	Portsmouth (Leach Building)
Start Date for Position	1 Jul 22	Proposed End Date for Position	NA	Workforce Requirement Driving	No
Hiring Status	Active	Position Status	Valid	Position Type	Valid
Person Category	FTRS(LC)	Position Status EIT	Valid	Service Option	NA
Domain	RN RES WEL (OR)	Career Field	Pers	Sub Career Field	NS
Talent Management	NA	Tour Length	36 months	Handover	2 days
Type of Operation	NA	Operation Name	NA	Operation PID	NA
Hierarchy Parent 1	1RO – OF2 Retention Project Lead (2182562)	Hierarchy Parent 2	2RO – OF4 Future People Policy SO1 (2126352)	Hierarchy Parent 3	3RO – OF5 People Strategy & Policy Hd (2117214)
Incumbent		Incumbent Future Availability Date		Environment	RN
Minimum Medical Standard	MND	Child Positions	Nil	Preferred Gender	NA

Career Management and Rotational Information

Position CM Desk	Service (CM)	Applicable From	Applicable To
NCM RES FTRS R	RN		
Branch/Arm/Group	Main Trade	Sub Regt/Corp	

Alternative Branch or Trade

Alternative 1	Alternative 2	Alternative 3

Specialist Pay

Specialist Pay 1	Specialist Pay 2	Specialist Pay 3	Specialist Pay 4	Specialist Pay 5
NA				

Unit & Position Role

Unit Function	Under the 2* Director of People and Training and the 1* Deputy Director of People and Training Strategy, the Strategy and Policy team is the focal point for all people related policy development, ensuring strategic coherence in the formulation of single service, tri-service and quad service policies for personnel in the whole-force Royal Navy. It represents the Royal Navy's interest in all Defence-wide people programmes and employment policy changes, ensuring it is fit for purpose for the Navy.
Position Role	The Retention Project team will engage with RN Regular individuals who have an approved voluntary PVR submitted as an independent intermediary to understand reasons and preparedness for leaving and scope possible retention opportunities. This will be conducted in an informal and less hierarchical manner, physically or virtually, particularly focusing on DPP/SPPs, females and EM and at the optimum time for contact, Terminal Date minus 3-6 months. The team will be able to glean valuable evidence as to why individuals are leaving, and to determine if individuals are ready for transition.

Responsibilities

Work with P&T BM/CMs to determine target audience – Delivery Pinch Point (DPP), Sustainability Pinch Point (SPP), Female and Ethnic Minority (EM) Service Leaver with approved VO request.
Act as an independent intermediary between the individual and NCHQ P&T, engaging with SP who have submitted PVR to understand reasons and to scope retention opportunities.
Determine an individual's preparedness for transition (Leave Well), use HARDFACTS and signpost to DTS/RNPMC.
Every 6 months, pass insights and recommendations to NEC/PIIAC for inclusion as evidence for systemic change.

Competence Requirements

Competence - Full Name	Proficiency Level	Essential	Acquired
None specific			
Previous Pers Career Field experience an advantage			

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
None specific					

Local Considerations

Domestic
Hybrid working by arrangement. Some UK travel will be expected in order to conduct interviews.
Employer Comments