

JOB SPECIFICATION		JSN	
Position Title	OC UPO	Date Approved	15 Dec 22
Unit	Northwood Headquarters	Approved By	
Location	Northwood Headquarters, London	TLB	UKSTRATCOM
Establishment Type	BLB	Rank/Grade	OR9 - OF2
		Service/Type/Arm	RN FTRS FC
UIN/SLIM/JPA PID	TBC	Exch/NATO/JSRL No	NO
Incumbent	TBC	Staff/Command	YES
E-mail	TBC	WTE/MSTAR	NO
Phone Number	TBC	Manning Priority	
Security Status/Caveats	SC	Assignment Length	24 Months
Reporting Chain		Primary Career Field	Human Resources
1 st RO	Second in Command, Northwood Headquarters	Sub Field 1	N/A
2 nd RO	Commanding Officer, Northwood Headquarters	Secondary Field	N/A
3 rd RO	COS UKSTRATCOM	Sub Field 2	N/A
Unit Role: To provide a properly resourced, secure firm base, to support the Mission of resident HQs.			
Position Role: To act as the Office Manager for the Northwood Headquarters Unit Personnel Office.			
Responsibilities:			
1. Office Manager for the Unit Personnel Office ensuring the efficient running of the UPO including oversight of management registers and Assurance Visits (conducted by FLO team NCHQ as Tier 4). Utilise CMT and RN policy for all assurance and compliance checks of Tier 1 UPO checks.			
2. 2 nd RO for SNCOs located within the UPO and 1 st RO for the OR7 CPO(Wtr) & OR6 positions where required.			
3. Liaison with Welfare Information Officer and RN FPS, Army Welfare and SSAFA together with single Service welfare teams to disseminate additional J1 advice to units.			
4. Direct supervision of the Pay, PACCC, CEA, UEA and Discipline/Complaints casework with supervision from the Adjutant.			
5. To undertake any additional tasks as required by the 2iC Northwood Headquarters.			
Pre Appt/Deployment Trg: Nil			
Domestic Considerations: As per FTRS(FC), NWD HQ will provide adequate accommodation as per the full entitlement of the individual.			
Performance Attributes	Priority Component Features		
Leadership	The individual must promote a sense of purpose and direction whilst leading firmly and fairly. It is critical that the individual should set a benchmark, by example, which is consistent with Service Values and Standards. Overall, OC UPO as an OR9 is the embodiment of discipline and good order within Northwood Headquarters and the individual must possess the confidence and moral courage to uphold these key pillars of both the Unit and the Services as a whole to ensure success.		
Management	The individual must be fully confident in being able to allocate resources efficiently and is able to optimise capability within constraints. The individual must also be able to set demanding yet achievable targets when the circumstances dictate as well as supporting such demands through to successful completion. Overall, the individual must be an effective manager of both WF and resources who can support a team successfully.		
Powers of Communication	The individual must be able to produce logical and accurate written work; be able to articulate orders in a confident, succinct and competent manner and be an empathetic and persuasive communicator.		
Initiative	The individual must possess the judgment to anticipate and resolve problems swiftly; be able to create and grasp opportunities for improvements and identify innovative approaches to problem solving.		
Education/Training	Type	Pri	Comments
Military Quals	ILOC(M)	Desirable	
Other Quals/Competencies			
Education	N/A		
Language	English 3333	Essential	
Experience			
Service/Arm/OGD	N/G/A/J1	Essential	Candidate must have working knowledge of J1 functions and processes to enable effective leadership of the UPO and credible source to all lodger units on site.
Operational	N/A		

Staff	Staff Officer duties	Desirable	
Command	N/A		
Fields/Trades	Human Resources	Desirable	Personnel; a good understanding of the Tri-Service J1 policies is desirable
Environments	N/A		
Other Comments	N/A		
Originator:	Appt: 2iC NWDHQ	E-mail:	Tel:
Auth by 2nd RO:	Appt: CO NWDHQ	E-mail:	Date: