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| **JOB SPECIFICATION (2016)** | | | | | | | **JSN** |  | |
| **Position Title** | | 77X, 101IOTF PSAO (FTRS) | | | | | **Date Approved** | 30 JAN 23 | |
| **Unit** | | Information Activities Gp, 77X | | | | | **Approved By** |  | |
| **Location** | | Hermitage - Denison Barracks | | | | | **TLB** | Land | |
| **Establishment Type** | | Established | | | | | **Rank/Grade** | OF2 | |
| **Establishment/OET Ref** | | 61493 | | | | | **Service/Type/Arm** | Any | |
| **UIN/SLIM/JPA PID** | | A3952A/01352984/2106402 | | | | | **Exch/NATO/JSRL No** | No | |
| **Incumbent** | | Vacant | | | | | Staff/Command | Staff | |
| **E-mail** | |  | | | | | WTE/MSTAR |  | |
| **Phone Number** | |  | | | | | **Manning Priority** |  | |
| **Security Status/Caveats** | | SC | | | | | **Assignment Length** | 24 Months | |
| **Reporting Chain** | | Army | | | | | **Primary Career Field** | PERS | |
| 1st RO | | 101IOTF 2IC | | | | | **Sub Field 1** |  | |
| 2nd RO | | 101IOTF CO | | | | | **Secondary Field** |  | |
| 3rd RO | | DCOMD 77X | | | | | **Sub Field 2** |  | |
| **Unit Role:** 77th Brigade conducts partnered and sovereign information and intelligence operations to deliver cognitive effect, influencing outcomes and changing behaviours. The Brigade uses deployed forward and stand-off capabilities to set conditions for relative advantage and to optimise response options against hostile state and VEO activity and influence. | | | | | | | | | | |
| **Position Role:** This is a dual role as the Permanent Staff Administration Officer (PSAO) for 101 Information Operations Taskforce, 77th Brigade. Manage all G1 Personnel functions for Army Reserve Service Persons in 101IOTF to support unit outputs. | | | | | | | | | | |
| **Responsibilities:**  1. Execute the unit G1 functional management of Army Reserve personnel.  2. Support the CO, 2IC and subunit OCs in the management of Reserve personnel.  3. Manage and ensure effective delivery of ARes admin support across the unit, including but not exhaustive to; CoE attainment, onboarding, mobilisation, promotion, extension, retirement, and termination.  4. Act as unit Career Manager and WF planner for ARes OR personnel.  5. Manage, administer, provide advice and guidance, on all Res G1 related matters within the unit.  6. Working alongside the unit Adjt; control and assure Unit submissions in support of external APC Boarding.  7. In collaboration with the Bde Welfare Officer, manage welfare issues within the Gp.  8. Other duties as required. | | | | | | | | | | |
| **Pre Appt/Deployment Trg:** Reserve CM Course. | | | | | | | | | | |
| **Domestic Considerations:** Should expect to support weekend training output on six weekends of the year. | | | | | | | | | | |
| Performance Attributes | | **Priority Component Features** | | | | | | | | |
| Delivering Results | | Perseveres to achieve objectives competently, allocating and amending priorities to meet aims and objectives. | | | | | | | | |
| Adaptability and Initiative | | Demonstrates mental agility to assimilate complex or multiple pieces of information, applying informed judgement to provide a considered output. | | | | | | | | |
| Problem solving and decision making | | Uses logical and/or creative approaches to inform the best course of action. | | | | | | | | |
| Awareness and Understanding | | Demonstrates an appreciation and understanding of associated organisations and cultures, modifying own behaviour to operate effectively in varying contexts. | | | | | | | | |
| Education/Training | | **Type** | | | **Pri** | Comments | | | | |
| Military Quals | |  | | |  |  | | | | |
| Other Quals/Competencies | | IT literacy  Res CM | | | Essential Desirable | Must have a high competency using IT systems.  Must be willing to attend if not already qualified | | | | |
| Education | |  | | |  |  | | | | |
| Language | |  | | |  |  | | | | |
| Experience | |  | | |  |  | | | | |
| Service/Arm/OGD | | Army Reserves | | | Essential | Must understand Reserve TACOS | | | | |
| Operational | |  | | |  |  | | | | |
| Staff | | XO/PSAO/PSI | | | Desirable | Previous experience in a Reserve unit is desirable. | | | | |
| Command | |  | | |  |  | | | | |
| Fields/Trades | |  | | |  |  | | | | |
| Environments | | Joint | | | Desirable | Joint experience would be an advantage. | | | | |
| **Other Comments** | | Experience of working in a Tri-service environment and with Reserve Forces will be an advantage. Understanding of the RAPs process is desirable to the role. The incumbent is the primary administrator for reservists in a hybrid reg/res unit. Subunit 2IC responsibilities provide a command element to this role. IA Gp has a cohort of mainstream Gp A Reserves, and Gp A and D Specialist Res. The incumbent must be able to manage and advise on numerous and diverse administrative/training issues. Must be diplomatic and have a high degree of inter-personal skills. | | | | | | | | |
| **Originator:** Capt Stephenson | | | | **Appt:** Adjt 101IOTF | | | **E-mail:** alexander.stephenson108@mod.gov.uk | | | **Tel:** |
| **Auth by 2nd RO:** Lt Col Allen | | | | **Appt:** CO 101IOTF | | | **E-mail:** Dave.Allen855@mod.gov.uk | | | **Date: 30 Jan 23** |

***Job Ad:***

* ***Updated****: 30 Jan 23.*
* ***POC:****Capt AJ Stephenson*
* ***Nature of Post****: Routine.*
* ***Arm****: Any.*
* ***Capbadge****: Any.*
* ***Other Restrictions****: Nil*
* ***Addition post information (max 3 bullets):***
  + Unique opportunity to work within a operationally demanding hybrid unit- administrating a wide-ranging group of reservists on varying contracts.
  + High-calibre FTRS Officer required due to the operational demand and requirement to ensure G1 collaboration with G3/5 ensuring reservist SP are correctly administered iot deliver output.
  + Unlike most ARes Units with a PSAO per Sub-Unit- the appointee will be the single POC for the unit as such will be required to regularly liaise with the Bde G1 department and brief the CE OF4 on G1 Res issues.