

NATO JOB DESCRIPTION (NMB)

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MC/NAC Approved

Date 12 August 2020

Job/Post Title	Shift Director	PEA	ACO/Headquarters Allied Joint Forces Command Brunssum; Brunssum (NLD)
Abbreviated Title	Shift Director	Directorate	Operations Directorate
Post Number	OJN OOOB 0030	Division	J3 Division
Post Category	Military	NOCs	5MJA - Joint Operations (General)
Rank (Nation)	OF-4 (GBR)		
Clearance Level	COSMIC TOP SECRET		
Service	Air Force		

1. Post Context

Joint Force Command Brunssum (JFCBS) provides a Joint headquarters to plan, prepare and conduct operations to support NATO's core tasks, at the Joint Operational level, as directed by SACEUR.

The Operations Directorate is responsible for directing, monitoring, coordinating and assessing operational functions and advising the Chief of Staff (COS) regarding all regionally focused operational activities.

The J3 Division is responsible to Operations Director for the implementation and oversight of operational plans, procedures and techniques to ensure effective Command & Control (C2) of assigned forces in Baseline Activities and Current Operations (BACO) through Crisis up to Maximum Level Effort (MLE).

The J3/3 Current Operations Branch provides 24/7 situational awareness by exploiting available operational information and current intelligence to aid timely decisions and effective Command & Control (C2) from Baseline Activities and Current Operations (BACO) to Conflict.

The J3/3 Battle Watch Section Teams are responsible for ensuring 24/7, 365 day situational awareness through monitoring strategic and operational activity within the Area of Responsibility/Interest (AOR/AOI).

Within the Division, the incumbent leads a team in charge of monitoring and reporting on a current operation or area of operations, including acting as Crisis JOC operations team leader when required.

2. Reporting Lines

This post reports to:

- OJN OOOX 0020 - Director Joint Operations Centre, OF-5

There are first line reporting responsibilities for the following numbers of staff: 7× OF-3; 2× OR-8

This post is not deputised by another.

Supervisory Duties: Directs and supervises the work priorities of his staff, provides professional guidance and instruction. Duties include leading and coaching; explaining or demonstrating work functions; counselling and motivating, assigning and reviewing work; ensuring health and environmental safety; maintaining and adjusting work schedules; assessing performance and initiating disciplinary action, and/or implementing new or changed work procedures.

3. Principal Duties

The incumbent's duties are:

- Leads the Battle Watch Forward Team in charge of providing continued Situational Awareness to the JF HQCommand Group and supporting the information needs of Higher Headquarters through the exploitation of all available operational information and intelligence.
- On home station supervises the short-term management and planning of a specific Operation or Area of Operations, as directed by the JOC Director.

- Supervises the SMEs, RFI and METOC Officers.
- Assigns tasks to the SMEs, RFI and METOC Officers
- Establishes night/day shifts as and when necessary.
- Recommends JOC Management to establish a 24/7 watch.
- Supervises creation and update of SA and decision briefs for the CG for current operation.
- Responds to specific requests for information from CG or other HQs.
- Supervises creation of documents, pertaining to the operation, as requested by the CG.
- Maintains close co-ordination with other JF HQ Brunssum staff to execute staff tasks.
- Co-ordinates and liaises with staff from supported and supporting commands and other NATO HQs deployed in the operational theatres.
- Reviews and assesses operations team manpower requirements.
- Manages operations team personnel leave and work requirements.
- Ensures effective distribution of operations team workload and tasks.
- Undertakes work as part of a project team or working group as directed or assigned.

4. Special Requirements and Additional Duties

The incumbent may be required to perform like duties elsewhere within the organisation as directed.

The incumbent is required to undertake operation deployments and/or TDY assignments both within and without NATO's boundaries.

- May be required to direct and supervise the work priorities of one or more HQ multifunctional teams.

The work is normally performed in a Normal NATO office working environment.

Normal Working Conditions apply.

The risk of injury is categorised as: No Risk

5. Essential Qualifications

a. Professional/Experience

(1) Joint Operations (General)

Activities that apply knowledge of the environment, system composition and technologies for Joint Operations. Provide commanders with the expertise and guidance on conducting Joint Operations.

Skill Level (Initiate or influence)

Has defined authority and accountability for actions and decisions within a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and assigns responsibilities. Influences policy and strategy formation. Initiates influential relationships with internal and external customers, suppliers and partners at senior management level, including industry leaders. Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance. Has a broad business understanding and deep understanding of own specialism(s). Performs highly complex work activities covering technical, financial and quality aspects. Contributes to the implementation of policy and strategy. Creatively applies a wide range of technical and/or management principles. Absorbs complex information and communicates effectively at all levels to both technical and non-technical audiences. Manages and mitigates risk. Understands the implications of new technologies. Demonstrates clear leadership. Understands and communicates industry developments, and the role and impact of technology in the employing organisation. Promotes compliance with relevant legislation. Takes the initiative to keep both own and colleagues' skills up to date.

Experience

- Experienced Officer with ample professional background of a NATO, Joint or Combined Staff.

b. Education/Training

(auto-generated based on the grade and the NATO Occupational Codes)

University Degree and 6 years post related experience, or Higher Secondary education and completed advanced vocational training leading to a professional qualification or professional accreditation with 6 years post related and 2 years function related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (5/a). In case of ambiguity the required job specific experience have priority over the standard education and training levels and experience described here.

- Course: **LOP-LO-2554** - Combined Joint Operations Centre Course
- Course: **ETE-ET-1032** - (Not in ACT Catalog) - NATO STAFF OFFICER ORIENTATION COURSE (NU)

c. Language

English - SLP 3333 - (*Listening, Speaking, Reading and Writing*)

NOTE: The work both oral and written in this post and in this Headquarters as a whole, is conducted mainly in English.

6. Desirable Qualifications

a. Professional Experience

b. Education/Training

National General Staff College or NATO Defence College graduate
Participant in NATO training and exercises (if possible, in advance)
High level of organizational, coordination and communication skills required.

c. Language

None specified

7. Remarks

Locally imposed or unique requirements (Comments and notes by requesting HQ):

The incumbent may be called in on short notice due to the nature of the JOC requirements.
The incumbent will work shift cycles with changing shift patterns including extended working hours, as requested.
The incumbent will also be expected to cover periods as On Call.
<Notice to Move Statement.

This post is subject to 30 days Notice to Move (NTM) for deployment. However, to meet Commander JFHQ deployability criteria this post, on a rotational basis, may be subject to a shorter NTM period of 2-14 days.>