**RESERVE FORCES’ AND CADETS’ ASSOCIATION**

**CHIEF OF STAFF**

**JOB DESCRIPTION**

**BACKGROUND**

1. The Reserve Forces’ Cadets’ Associations (RFCA) are central government bodies with Crown status, each with its own schemes of association, drawn up by Defence Council regulations under the Reserve Forces Act 1996 (RFA 96). The RFCAs are arm’s-length bodies (ALB) of the MOD. Additionally, a Council of RFCAs (CRFCA) has been constituted by the 13 individual RFCAs to provide a central coordination and the corporate focus to enable the Associations to fulfil the requirements of their customers within resources. It gives advice and assistance to the Defence Council and to Royal Navy the Army, and Royal Air Force on matters that concern reserves and cadets.

2. A Review of the RFCAs was launched in January 2019 by the MOD and followed the Cabinet Office guidance on tailored Reviews of ALBs that are classified as Non-Departmental Public Bodies (NDPB), Executive Agencies (EA) or Non-Ministerial Departments (NMD). The Review concluded that the CRFCA and 13 RFCA ALBs should be regularised and streamlined into a Single Executive Non-Departmental Public Body. The work to implement this recommendation is on-going. The report can be found at: <https://www.gov.uk/government/publications/review-of-the-reserve-forces-cadets-associations-2019?utm_source=c0055f1e-bef1-4fcc-9b7a-d70bd2799932&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate>

3. There are some 945 full and part time staff employed by CRFCA and the RFCAs across all regions of the UK. Whilst recruited and employed locally by the individual regions they all adhere to a common set of Staff Regulations and comply with central guidance and advice on employment issues and pay etc.

**JOB DESCRIPTION**

4. **Appointment Details**:

a. **Job Title**: Chief of Staff (COS) Council of Reserve Forces’ and Cadets’ Associations (COS CRFCA).

b. **Job Grade and Location**: Equivalent to a Civil Service Grade 6 and based in Holderness House, London.

c. **Reports to**: This post reports to CE CRFCA.

d. **Job Purpose**: The COS is responsible for the management and delivery of the CRFCA business outputs on behalf of the CE.

5. **General Description of Role**: As COS CRFCA, to support CE CRFCA by being the ‘primus inter pares’ between the National Resource Directors in the coordination of CRFCA policy and day-to-day business management and by being the primary point of contact for cross-cutting business with the RFCAs. To have direct responsibility for central resource planning, management and reporting. To have line management and oversight responsibility for human resource policy and implementation, IT/MIS policy and support and corporate aspects of RFCA administration.

**PRINCIPAL AREAS OF ACCOUNTABILITY/TASKS AND DUTIES**

6. Duties of the COS will include the following:

1. **IT**. Responsibility for IT policy, processes, regulation and governance and the delivery of an appropriate IT training plan. Including:
2. Strategic planning for development and delivery.
3. Delivery of a CIS network in support of the RFCA business outputs through the AD CIS.
4. In Service management of the existing network and processes.
5. Business continuity across the network.
6. Working with Managed Service Provider (MSP) to deliver value for money.
7. CIS Information Management and Security officer.
8. Responsibility for the existing CRFCA IT contracts, in particular for SYMPHONY, the CRFCA corporate business/finance application, and PH2 the RFCA CIS network.
9. Oversight of central MIS/IT development and change through the CRFCA MIS Board and relevant IT working groups.
10. **HR**. Delivery of HR policy and direction in conjunction with Head of HR. To include:
    1. Support to the Pay and Personnel Committee and manage recruiting, appointment and structural change processes.
    2. Provision of advice and direction and providing the interface between RFCAs and the single Services on policy and practice.
    3. Awareness of and compliance with relevant and current employment law through the RFCA Staff Regulations and Staff Handbook.
    4. Provision of legal advice when appropriate.
    5. Engagement (and initial negotiation) with trade union representatives on Terms and Conditions of Employment and as the interface with the MOD in this context.
    6. Provision of advice and assistance on all disciplinary and industrial tribunal processes.
    7. Identification and delivery of employment training and development needs.
    8. Detailed management of the HR processes for the CRFCA Secretariat.
    9. COS CRFCA will be a member of the Pay and Personnel Committee.
11. **Risk Management**. Provide support to the CRFCA Audit Risk and Assurance Committee (ARAC) including:
    1. Managing the delivery of the Internal Audit process.
    2. Delivering Management Actions in line with functional responsibility.
    3. Maintaining the CRFCA Risk Register and Issues Log.

1. **Business Outputs**. Overall coordination of central RFCA business outputs including:
   1. Management of business processes to support the Executive Board and the work of the CRFCA Council, Board and Executive Board committees.
   2. Be responsible for the development and production of the annual CRFCA Corporate and Business Plans.
   3. Be responsible for the development of the SLAs in conjunction with sSs and MOD.
   4. Act as point of contact for RF&C, RFCA Reform Team, sSs and in particular ARITC for reserve recruiting activity.
   5. Coordinate reporting against the KPI Dashboard.
   6. Overall coordination of corporate administration, including regulations and policies.
   7. Responsible for security issues across Council and the RFCAs including the approval and processing os SC clearance applications.
   8. Deputising for CE CRFCA and managing the CRFCA Directorate.
   9. When directed, support CE CRFCA in liaison with other Government Departments on all legal, statutory and regulatory issues relating to the structure and constitution of the CRFCA/RFCAs.
   10. Act as secretary to the CRFCA Council and Executive Board meeting and chair other related meetings.
   11. As directed, coordinate RFCA wider involvement in related reserve and cadet issues (welfare, support to injured servicemen etc) and wider events.
2. **UKRFA**. Resource Director of the UK Reserve Forces Association (UKRFA).
3. **Data Protection**. Data Protection Advisor (DPA) for CRFCA including:
4. Provide interface to contracted Data Protection Officer (DPO).
5. Focal point for all Freedom of Information (FOI) requests.
6. Maintenance of all DPA18/GDPR policy documents.
7. Any other task within the broad remit of this role that may be reasonably required.

7. **Process Improvement**. Principal outputs are policy, advice, reports and returns.

a. Promote best practice in order to provide consistently high-quality work from all regional Associations.

b. Contribute to the implementation of the NDPB and development of associated documentation and processes.

8. **Staff Management Responsibilities**:

a. The post holder will be the line manager for:

(1) CRFCA Head HR.

(2) CRFCA AD CIS.

(3) UKRFA AO.

b. The Post holder is Counter Signing Officer for CIS DO, AD Trg, 2 x HR BP, DRM COS and DRM ADs.

9. **Budgetary responsibilities**: Resonsibility for the CRFCA Council Budget and management of the IT and HR allocated budgets.

10. **General Qualifications**.

a. **Essentials**.

1. Project Management experience essential, ideally supported by a PRINCE qualification or equivalent.
2. Have broad experience in management information systems, in their planning and management, combined with an understanding of current information/data management and security regulations.
3. Have strong experience in human resource (HR) management and a sound understanding of HR law and regulations.
4. Proven leadership ability and have the necessary interpersonal skills required to interact with staff, customers and suppliers.
5. Have a working knowledge of H&S regulations and procedures, with a more detailed understanding of those aspects pertinent to supporting the RFCAs.

b. **Desirable**.

1. Business management qualifications highly desirable.
2. Good understanding of the MOD and single Service processes.
3. Have broad experience in accounting procedures, auditing, governance, compliance and budget management, ideally with some experience of government accounting procedures.
4. Good understanding of MOD policy and guidelines – particularly Finance and HR.
5. Experience of organisational transformation and management of change.
6. The willingness to work at all levels from strategic to coal face and to get “hands-on”.
7. A self-starter.

11. **Specific Requirements**.

a. **IT Literate**. Be computer literate on appointment; a high level of user skill with Excel and SharePoint and an understanding of accounting applications. Have detailed understanding of SYMPHONY (the RFCA finance and estate management system) within three months’ of appointment.

b. **Management Skills**. Have excellent Board level management skills with the leadership and necessary interpersonal skills to engage effectively with stakeholders and the RFCAs from a central position.

c. **Personal Attributes**. Should be confident, articulate (both written and verbal), honest, reliable, self-motivated and committed, with a considerable ability to work on initiative.

d**. Training and Development**. Not only required to participate in all aspects of training and development, but also have sufficient training skills to oversee all central training plans.

e. **Health and Safety (H&S)**. To be aware that Health and Safety is the responsibility of all employees and that he/she should ensure that his/her designated working area complies with statutory requirements in accordance with current H&S legislation.

12. **Other Features**. This job description:

a. This job description should be discussed/read with the line manager at the time of receiving the Annual Personal Development Report. The job description may be reviewed in the light of changes during the period of your appointment and on change of incumbent.

b. The job holder is required to comply with the RFCA’s Code of Conduct and avoid any behaviour which discriminates against colleagues, potential employees, contractors on the grounds of sex, marital status, race, age, belief, colour, nationality, ethnic or national origins, religion or disability.