NW A/331

See Distribution 12 June 2018

**VACANCY NOTICE – REGIONAL EMPLOYER ENGAGEMENT DIRECTOR 2 (REED 2) – GLADSTONE HOUSE, ALTCAR TRAINING CAMP**

1. A full time vacancy is available immediately for a permanent Crown Servant position (Grade C2) in the role as the ***Regional Employer Engagement Director 2 (REED 2)***, based at Gladstone House, Altcar Training Camp, Hightown, Liverpool L38 8AF. This post was originally advertised as the REED 2 post – part time. MOD (RF&C) and DRM CRFCA have agreed that the post can now be changed to a full time role. The post will be *primus inter pares* with the REED 1 post (same grade).
2. This position is a full time appointment working 37 hours per week (Monday – Friday). It will require the incumbent to work outside normal working hours and the occasional weekends/Public Holidays as directed/agreed by the Head of Engagement/Chief Executive NW RFCA. TOIL or exceptionally overtime will be paid. The working hours are:
* Monday – Thursday 0830hrs – 1630hrs
* Friday 0830hrs -1600hrs

3. This appointment is classed as a “Mobile Grade” and as there will be a local relocation (within Altcar Training Camp) of the Headquarters office within the next 24 months; the incumbent will be expected to relocate with the organization – or wider if required.

4. The successful applicant is required to travel UK wide and air travel can be expected (to/from the Isle of Man). Applicants must have a valid driving licence in order to self–drive. A pool car will be available for the successful applicant to use. There are free car parking facilities available at Gladstone House, Altcar Training Camp.

5. The department consists of the Head of Engagement[[1]](#footnote-1) (Grade C1), a REED 1 (Grade C2), the REED 2 (Grade C2) – this post, and an Admin Officer (Grade E1). The REED 1 is line manager to the Admin Officer (Grade E1).

6. The salary is £31,136 per annum. This is subject to any annual MOD pay rise. The successful applicant, if under 55 years of age, will be eligible to join the CRFCA Pension Scheme which is a Career Average Revalued Earnings Scheme (CARES).

7. The successful candidate will be entitled to 25 days annual leave (excluding Public Holidays) which increases to 30 days with 5 years’ service i.e. prior employment with the Armed Forces or another Government Department will count towards qualifying years’ service.

8. The successful candidate will be required to be BPSS Cleared and have an Enhanced Disclosure check from the Disclosure and Barring Service (DBS) prior to appointment.

9. A job description and personal specification are attached to this vacancy notice.

10. If you wish to apply for this post, please send a current CV and a covering letter explaining why you are applying for this role to:

Human Resource Manager (REED 2)

NW RFCA

Gladstone House

Altcar Training Camp

Liverpool

L38 8AF

Telephone: 0151 317 9504

Email: nw-hr@rfca.mod.uk

11. The closing date for applications is 1300hrs on **Friday 22 June 2018**. Applicants will be informed by 1700hrs on Friday 22 June if they have been shortlisted for interview.

12. Interviews will be held at Gladstone House, Altcar Training Camp on **Tuesday 26 June 2018**. Those called for interview will be required to present an 8 minute power point presentation on “The role of Defence Relationship Management, Nationally and in the North West”. Dependent on the selected incumbent’s start date the REED 1 will be available from 16-20 July in office to discuss the role.

13. Further information concerning this appointment can be obtained from the current REED 1 (Lt Col Steven Wotherspoon) - nw-empsp@rfca.mod.uk (0151 317 9518).

*Original signed*

Pamela Peers

HR Manager

For Chief Executive

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1. This post is yet to be recruited and until that time, the Chief Executive (CE) NW RFCA will be line manager. [↑](#footnote-ref-1)