NW A/331

See Distribution 29 March 2018

VACANCY NOTICE – REGIONAL EMPLOYER ENGAGEMENT DIRECTOR 1 (REED 1) – GLADSTONE HOUSE, ALTCAR TRAINING CAMP

1. A full time vacancy will arise on 11 June 2018 for a permanent Crown Servant position (Grade C2) in the role as the Regional Employer Engagement Director 1 (REED 1), based at Gladstone House, Altcar Training Camp, Hightown, Liverpool L38 7AF. The handover for this appointment will commence on Monday 11 June 2018.
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 or the Chief Executive NW RFCA. TOIL and exceptional 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 of the Headquarters office within the next 24 months; the incumbent will be expected to relocate with the organization. The successful applicant is required to travel UK wide and air travel can be expected. 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 Altcar Training Camp.

4. The department consists of the Head of Engagement (grade C1), a REED1 (grade C2) a part time REED 2 (grade C2) and an Admin Officer (grade E1). The REED1 is line manager to the Admin Officer (grade E1).

5. 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 (CARE).

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

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

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

9. 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 1)

NW RFCA

Gladstone House

Altcar Training Camp

Liverpool

L38 8AF

Telephone: 0151 317 9504

Email: nw-hr@rfca.mod.uk

10. The closing date for applications is 1300 hrs on **Friday 20 April 2018**.

11. Interviews will be held at Gladstone House, Altcar Training Camp on **Thursday 10 May 2018**.

12. 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) or REED 2 (Vicky Doran) - nw-reed2@rfca.mod.uk (0151 317 9520).

*Original signed*

Pamela Peers

HR Manager

For Chief Executive

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