

JOB DESCRIPTIONS TASKS

Title	Grade	Military/Civilian	Lived	Professional Qualification	Task 1	Task 1 %	Task 2	Task 2 %	Task 3	Task 3 %	Task 4	Task 4 %	Task 5	Task 5 %	Task 6	Task 6 %
Chief Executive Direct Strategic Programme Area	1*	Civilian	Lived	Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and management of the S&PT infrastructure (initial Programme Team geographically spread across Front Line Commands)	20	Leading on Infrastructure Change Development and Management of the Defence Infrastructure Programme (DIP)	20	Stakeholder Engagement	15	Strategic Asset Management	13	MOD Infrastructure Programming	15	Leading DIP development in the role of owner	15
Head Infrastructure Programme	1*	Military		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management of S&PT Programme (initial Programme Team geographically spread across Front Line Commands)	20	Development and Management of the Defence Infrastructure Programme (DIP)	30	Co-ordination and Prioritisation of Defence Projects across the Infrastructure DIO	15	Working Closely with the Defence Community owner	20	Reference to Core Programming and Planning Functions within Financial Decisions.	10	Supporting DIO Integration and Engagement owner	5
Head of Strategic Management	1*	Civilian		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management of the Strategic Programme (initial Programme Team geographically spread across Front Line Commands)	20	Leading MOD's Strategic Asset Management Programme (initial Programme Team geographically spread across Front Line Commands)	20	Direction of the Defence Infrastructure Strategy and Programme (DIP) to meet Departmental requirements, in order to set the framework within which performance will be measured and CE will be held to account.	15	Leading DIO policy development in the role of owner	15	Provision of resources to support DIO/MOD Investment Approvals Committees.	15	Provide the lead in engaging with COOs and Defence Strategy and other DIOO and functional strategies and policies	15
Head of Frontiers Strategy	1*	Civilian	Lived to March 2014	Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management of the Strategic Programme (initial Programme Team geographically spread across Front Line Commands)	20	Analysis baseline of the current estate utilisation, condition and value	10	To consult with TLB and Head Office to define user requirements for the F2020 base case and establishing a costed baseline proposal to implement these	10	To Develop 'Scenario A - Releasing' Identifying the best fit affordable releasing solution for F2020 within existing DIO funding constraints	20	Develop an Alternative 'Scenario B - Saving' the estate, the benefits of which are beneficial to achieving the preferred F2020 Base Case options laid down and explores opportunities to improve affordability and the potential to access private sector funding for delivery	20	Inform development of a plan to deliver Head Office targets of £1.5B gross savings by 2020 and £1.0B net for F1,000 funding units by 2021	20
Chief Finance Officer	1*	Civilian		Essential: Recognised Accounting Qualification	Leadership, Management of the DIO Finance Team	20	In Year Management and Forward Planning DIP and Infrastructure Safety & EP Champion and responsible for assurance of DIO and DIO's services as Infrastructure Provider	15	Forward Planning	15	Major project	10	Financial Assurance and Performance Management	20	Strategic Governance of the MOD Estate	20
Head of Secretariat	1*	Civilian		None required	Leadership and Management of Corporate and Secretariat Function for DIO including Safety Champion and Public Affairs activities	30	DIP and Infrastructure Safety & EP Champion and responsible for assurance of DIO and DIO's services as Infrastructure Provider	15	Ministerial Business (including EOI) for DIO	10	Overall communications and engagement strategy for DIO	15	Corporate level Performance Reporting, Risk Management, Security and Business Continuity	15	Management and delivery of Corporate Board and Committees, and Civilian Workforce Advisor	15
Head of Commercial	1*	Civilian		Essential: MCIPS	Leadership and Management of the Commercial Function	20	Commercial governance, including the cascade of commercial delegations and commercial terms to all DIO commercial staff	35	Implementation of necessary changes to implementation of necessary changes to with the DIO DDM	20	Provide DIO strategic inputs and ensure DIO requirements are met across all commercial areas including in procurement and guidelines. Provide the lead for engaging with DIO key suppliers	10	Represent DIO and provide an effective interface with wider Government stakeholders on all key commercial matters and EM issues, ensuring Diplomatic commitments to Government initiatives are complied with, liaise with the Departmental and Civilian Cabinet Office and HM Treasury as required	10	Where necessary, become involved directly in commercial negotiations and disputes or on matters which are novel or contentious	5
Chief Information and Process Officer	1*	Civilian		None required	Leadership and Management of the Process and Information Team	20	Setting and updating the strategic direction for information management and delivery of the technology transformation	20	Governance of information and processes for DIO	15	Stakeholder management and communications	15	Managing the process regime within DIO	15	Performance and assurance of the Process and Information Team	15
Chief Operating Officer	2*	Civilian		None required	Responsible and accountable for leadership and management of the operations area	20	Delivery of operational performance and services	20	Operational stakeholder management and communications	15	Operational performance management, assurance and continuous improvement	15	Governance of the operations area	15	Duty Holder	15
Head of Operations Development & Coherence	1*	Civilian		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management of the CDC function	20	Management of the Operations programme (as defined by S&PT) and providing support and advice to COO through the provision of a whole estate picture of Operations business On behalf of the COO, responsible for representing the whole estate operational picture to TLB.	25	Provide programme development and S&M support to S&PT	20	Provide coherence and continuous improvement across DIO Operations	15	Provide support to delivery areas through entire of excellence in the areas of Support and the Management, and responsible for working with the relevant Heads of Functions to ensure support to delivery areas through centres of excellence in the areas of Finance and Commercial	15	Management of Security Services Group (SSG) activities	5
Head of Programme and Project Delivery	1*	Civilian		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management of full in PPD Regional Team	25	Deliver PPD outputs through direction of PPD staff and engagement with stakeholders	20	Deliver PPD outputs through direction of PPD suppliers (TLB, 75% and contractors)	20	Performance management	15	Governance and assurance within PPD	10	Broader role	10
Head of Service Delivery North Region	1*	Civilian		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management Service Delivery Regional Team	20	Directing Regional Infrastructure Services	20	Regional Stakeholder Management and Communications	15	Regional Performance Management and Assurance	15	Responsible for Governance of Regional Service Delivery	15	Managing the regional programme	15
Head of Service Delivery South Region	1*	Civilian		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management Service Delivery Regional Team	20	Directing Regional Infrastructure Services	20	Regional Stakeholder Management and Communications	15	Regional Performance Management and Assurance	15	Responsible for Governance of Regional Service Delivery	15	Managing the regional programme	15
Head of Service Delivery Overseas Region	1*	Civilian		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management Service Delivery Regional Team	20	Directing Regional Infrastructure Services	20	Regional Stakeholder Management and Communications	15	Regional Performance Management and Assurance	15	Responsible for Governance of Regional Service Delivery	15	Managing the regional programme	15
Head of DIO Ops Planning	1*	Military		None required	Leadership and Management of the Planning function	20	Forward planning and delivery of Planning operations	20	Lead forward programmes	25	Sustain & develop the estate	15	Collaborative engagement with stakeholders	15	Wider engagement and development across the DIO	5
Head of DIO Ops Accommodation	1*	Military		Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CEng, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Leadership and Management of the Accommodation function	30	Programme and Project Management	5	Stakeholder Management	15	Financial and Performance Management	25	Contract Management	20	Health and Safety Leadership	5
Director of Business Partnerships	2*	Civilian	Lived to Sept 2013	None required	Leadership and management of the Business Partnership Team	20	Business Partnerships Programme & Governance	15	Business Partnerships Financial Management	10	Coherence of Partnerships solution	15	Implementation of Business Partnerships	15	Business Partnerships Procurement	25

Head of Commercial Business Units	1*	Civilian	Lived (to Sept 2013)	Essential: MCIPS	Leadership and management of the Commercial Business Partnerships Team	20	Commercial governance, including the creation of new legal entities within the Business Partnerships	35	Governance of Partnerships solution	15	Establishing and negotiating the terms of the contracts to deliver the future corporate model	10	Effective management of the commercial interfaces across DIO Enterprise	10	Where necessary, become involved directly in complex negotiations and disputes or on matters which are novel or contentious	10
Head of Infrastructure Transformation Programme	1*	Civilian	Lived (to June 2013)	None required	Leadership and management of the DTP team	20	DTP Programs & Governance	15	DTP Financial Management	10	Technology Solution	15	Implementation	15	Process and Organisation Design	25
Head of NGEC	1*	Civilian	Lived (to March 2013)	Essential: Construction or property qualifications to LS HNC / HND or higher or a Chartered Construction or Property Professional (CETip, RIBA, RICS, CIOB or equivalent) and / or 10 years of relevant major construction / infrastructure project management experience.	Responsible and accountable for Leadership and Management of NGEC Programme Team	20	Accountable for directing NGEC Programme	25	Accountable for Stakeholder Management and Communications	15	Responsible for Governance of the NGEC Programme	20	Responsible for acting as Head of Profession for construction	15	Other duties appropriate to role	5

LIFED SCS POSTS AND MAJOR ORGANISATION CHANGES IN EOM

Post	Job Description	SBM Data Room	Comment
2* D SBP	Lifed until completion of programme – currently anticipated for September 2013	Completion of SBP work in 2013 / 2014. Removes 1 x SCS Payband 2, 1 x SCS Payband 1, 1 x C2, 2 x E1.	Grades based on assumption of 2* supported by 1 x C2 and 1 x E1 and 1* supported by 1 x E1
1* Comm SBP	Lifed until completion of programme – currently anticipated for September 2013	Completion of SBP work in 2013 / 2014. Removes 1 x SCS Payband 2, 1 x SCS Payband 1, 1 x C2, 2 x E1.	Grades based on assumption of 2* supported by 1 x C2 and 1 x E1 and 1* supported by 1 x E1
1* Hd DITP	Lifed until completion of programme – currently anticipated for September 2013	Completion of DITP in 2014 / 2015. Team reduces from 61 to 5.	1* post identified as lifed. Other posts currently filled through mixture of Transformation posts and secondments from Ops
1* Hd Footprint Strategy	Mar-14	Completion of initial Footprint Strategy in 2014 / 2015. Lifed SCS post removed and team reduced from 9 to 4 and incorporated within Strategic Asset Management team.	Initially comment stated 2015 / 16 - although figures said 2014 / 15. Now been updated Lower structure of Footprint Strategy team currently being designed
1* Hd NGECE	Mar-15	Reduction in NGECE Contract Team in 2015 / 2016.	HESTIA now included in Hd NGECE job description although post is lifed to finish before HESTIA contracts go live
-	-	National Training Estate Prime being let in 2014 / 2015. Reduction in Training from 335 to 232.	-
-	-	National Housing Prime Phase 1 being let in 2014 / 2015. Reduction in Accommodation from 399 to 233.	-
-	-	Outsourcing of LMS under NGECE in 2014 / 2015. Reduction of 116 LMS posts.	-
-	-	National Housing Prime Phase 2 being let in 2015 / 2016. Reduction in Accommodation from 233 to 169.	-
-	-	Reduction in NGECE Contract Team in 2015 / 2016. Removes lifed SCS Payband 1 post and team reduces from 63 to 20.	-
-	-	Reductions in Germany (both Service Delivery and Training) in 2016 / 2017, 2018 / 2019, 2019 / 2020, 2020 / 2021	-