



Defence Business Services

Secretariat
Room 6303
Tomlinson House
Norcross
Thornton-Cleveleys
Lancashire FY5 3WP

DBSRES-Secretariat@mod.gov.uk

Ref: FOI2022/13726

[REDACTED]

15 December 2022

Dear [REDACTED]

Thank you for your email of 25 October 2022 and further clarification of 17 November 2022 to the Ministry of Defence (MOD) requesting the following information:

Area : MOD, RAF Honington Engineering Section, civilian positions

Period : For all electronic records that exist

Information : Vacancy adverts and subsequent terms of reference (with revisions), for employment

Further clarified as:

Thank you for the reply and in response could I refine my request by seeking the relevant information from 31st July 2017.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has been completed within the MOD and I can confirm that some information in scope of your request is held.

However, I must advise you that Section 40(2) has been applied in order to protect personal information as governed by the Data Protection Act 2018. Section 40 is an absolute exemption and there are no requirements to consider the public interest in making a decision to withhold the information.

Data is only held from 2019, records before 2019 are not held as this was when the latest Civil Service Jobs system was introduced. Records confirm that there have been seven civilian positions advertised for RAF Honington Engineering section since 2019. However, the field on the computer system which confirms whether it is an engineering position is not a mandatory

field, therefore, the data provided may not include all advertised civilian positions for MOD, RAF Honington Engineering Section.

The vacancy advert and the terms of reference can be found at Annex 1-11.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

A black rectangular redaction box covering the signature of the sender.

Defence Business Services Secretariat

Carpenter

Ministry of Defence

Apply before 3:43 pm on Wednesday 7th December 2022



Reference number

26338

Salary

£20,931

Salary currently under review

Job grade

Industrial

SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

1

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Location

Longfield Green, East of England, IP31 1EE

About the job

Job summary

The Carpenter is responsible for carpentry tasks from a range of customers at RAF Honington using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches and verbal information. 1. GENERAL

a. The Civilian Craftsman (Carpenter) is to undertake all tasks within the Carpentry Shop in accordance with the relevant orders, instructions or regulations as laid down by the MOD, Military Publications or local management. They are also responsible for the efficient organisation, trade practices, security and cleanliness of the Carpentry Shop. b. The Civilian Craftsman (Carpenter) is responsible to the Support Engineering Flight (SEF) Manager.

Job description

The Carpenter is responsible for carpentry tasks from a range of customers at RAF Honington using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches and verbal information.

Person specification

Details of previous carpentry experience

Qualifications

Formal qualification in Carpentry
B Class licence

Person specification

RESPONSIBILITIES

a. The Civilian Craftsman (Carpenter) is to:

(1) Put into practice the quality arrangements for their Area of Responsibility (AOR).

(2) Be fully aware of Safety, Health, Environmental and Fire (SHEF) responsibilities.

b. Personal Training and Development.

(4) Ensure that the correct competencies are achieved to undertake normal daily duties by attending any training required that is relevant to the post and grade, including both on-the-job and continuation training.

Specific Professional Responsibilities

(1) Carry out carpentry tasks using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches and verbal information.

(2) Ensure all documentation appertaining to tasks undertaken within the Carpentry Shop is compiled correctly, including an accurate record of hours and materials expended.

(3) Ensure that the Personal Protective Equipment (PPE) provided for use within the AOR is worn, maintained and records of checks are completed.

(4) Ensure that tool control of all tool kits within the Carpentry Shop is carried out.

(5) Ensure that all test equipment used in the daily duties is controlled and that provision is made for the maintenance and calibration of tools.

(6) Report unserviceable equipment, or damage to equipment and buildings within the AOR to the SEF Manager. Ensure SEF Manager is advised of newly identified risks to personnel in order that it can be assessed, recorded and minimised.

(7) Ensure Fixed Machine Work Equipment is only operated by authorised personnel. Ensure a safety person is present when working in the Machine Shop.

(8) Assume health, safety and welfare responsibility for all personnel in the AOR.

4. HEALTH & SAFETY (H&S)

a. You are to acquaint yourself with the Station's H&S Regulations.

Qualifications

City and Guilds / NVQ /SNVQ L3 or equivalent in Carpentry.

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

This post does not offer any assistance with relocation allowances.

Things you need to know

Selection process details

Selection process will be by application sift and one to one interview.

Ability to interpret engineering drawing and technical instruction and apply instruction into completion of task.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is security check.

See our vetting charter.

People working with government assets must complete basic personnel security standard checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS).

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Mr Ian Roberts, Support Engineering Flight Manager

Email : ian.roberts311@mod.gov.uk

Telephone : 01359237676

Recruitment team :

Email : dbscivpers-resourcingteam5@mod.gov.uk

Further information

Please refer to the document attached



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RAF Honington
Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 8

Sponsor: OC SEF

TERMS OF REFERENCE – SZ3 MECHANICAL/GENERAL TECHNICIAN MECHANICAL

References:

- A. MAMP-01 Ch 6.1
- B. AESO Bk 2 Pt 1, Ch 1, Order 8.
- C. Unit Quality Manual.
- D. JAP 100E-10 Chapter 10.1.

Support Engineering Flight provides the Station with the Engineering support necessary to meet its operational and training commitments, at home and overseas

Applicability

1. These Terms of Reference (TOR) are applicable to both the Civilian and Military Mechanical Technicians.

Aim

2. The aim of these TOR is to define the responsibilities of the SZ3 Mechanical and General Technician Mechanical.

Implementation

3. The Mechanics are responsible to the SEF Manager, through the Mechanical Trade Supervisor. In accordance with appropriate maintenance schedules and engineering orders the SZ3 Mechanical and Gen Tech M will:
 - a. Diagnose defects in Ground Support Equipment (GSE) using the appropriate test equipment and fault-finding aids.
 - b. Carry out maintenance and rectification of GSE in accordance with the relevant publication and to the level authorised.
 - c. After rectification, functionally test systems, assemblies and components using special to type test equipment.
 - d. Ensure that effective tool control is maintained within the mechanical bays in accordance with References A and B.
 - e. Ensure the correct and timely completion of maintenance records.
 - f. Ensuring that Quality Assurance policy is implemented in accordance with Reference C.
 - g. Good husbandry and maintaining his work area in a condition conducive to a safe working environment.

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Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 8

- j. Operate Lifting Equipment in accordance with Reference D.
 - k. Ensure that environmental waste regulations and fire regulations applicable to his work area are adhered to.
 - l. Ensure that all substances used in his work area have a current COSHH assessment before use.
 - m. React to emergency call outs as required and directed by the SEF Manager.
 - n. Carry out section additional duties as detailed.
 - o. Any other tasks commensurate with the grade as requested on an ad hoc basis by the Line Manager.
4. To carry out the above duties the Mechanics will be required to drive Service MT.
5. **Health and Safety.** You have the responsibility under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated regulations:
- a. To comply with all instructions and procedures set in place to ensure safety at work, taking proper care of any equipment provided for your health, safety and welfare at work.
 - b. To provide specialist advice in own are to Line Managers in order to allow accurate risk assessments to be made.
 - c. To report all accidents, injuries and near-miss dangerous occurrences promptly to Line Management.

6. **Equality and Diversity and Data Protection responsibilities**

Responsibilities are detailed in: AESOS Book 2 Part 1 Order 25 Annex A

Incumbent

7. Name..... JPAN:

SZ3 Mechanical/GTM Dated:

I have received a copy of these Terms of Reference.

Name.....

Line Manager/Post..... Dated:

Review Procedure

8. This TOR is to be reviewed annually by the Sponsor.

OFFICIAL - SENSITIVE

Air Command Recruitment Request Form

Section 1: Recruiting Line Manager Details

Surname	[REDACTED]	Forename(s)	[REDACTED]	Title	MR
Staff / Service Number	[REDACTED]	Grade / Rank	D	E-Mail	[REDACTED]

Section 2: Position Details

HRMS Position Number	30007636	Position Title	ELECTRICIAN						
Grade	SKILL ZONE 3	UIN	F6675F	Location	RAF HONINGTON	RRA	No	Amount	
Position Vacant Date	01/11/2021	Working Pattern	Full-Time		Weekly Hours	37			

Section 3: Recruitment Option

External - TLB Approval to Bypass all Internal Stages

If "External" is Selected, Please Provide a Justification

Previous recruitment campaigns have all failed due to the lack of suitably qualified and experienced applicants from within the organisation. The Electrician post requires a specific qualification which is not easily obtained from within this organisation.

Section 4: Apprenticeship

Is the Position Suitable for an Apprenticeship No - Role is not Suitable

If "Yes" is selected, the Air Command Civilian Workforce Resourcing Team will be in contact to discuss further once the Recruitment Request Form has been completed and submitted

Section 5: Business Case

<p>Why</p> <p>Please provide a justification for the requirement and how the role fits in with the future strategic plans of the business</p>	<p>Executive Summary: RAF Honington Support Engineering Flight (SEF) Electricians are responsible for Station portable appliance testing (PAT) and the routine maintenance of over 4500 items of electrical equipment. The post also requires a commitment to the Section's temporary electrical installations (TEI's), in support of Stn deployed assets utilised on training exercises, Stn functions and supplementary support with fault diagnosis and rectification on over 130 vehicles, within the Mechanical Transport Maintenance Section (MTMS).SEF is currently established for 1 Electrical Supervisor, 1 , 3 Electrical Fitters and 1 Cpl Gen Tech (E). At present the Section is only operating at 60% (3 Electricians) and one is about to retire. SEF Electricians provide daily support to the following Stn standing commitments:</p> <p>Phase 2 training (4001 Flt) (TEI) support for deployed assets on training bases all over the country including; Sennybridge, Otterburn, Salisbury Plain, Stanta, Colchester and Sculthorpe, frequently giving up weekends and Bank Holidays to prepare sights for training wing activities.SEF Electricians also provide supplementary support for Station functions including; Battle of Britain parade, Station Families day, Sgt's Mess/Officers Mess summer ball, Station bonfire night and are on call for unit power cuts.</p>
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OFFICIAL - SENSITIVE

Impact if <u>Not</u> Approved	Previously, during peak training periods SEF Electricians were supplemented by TG5 service Personnel embedded on RAF Regiment Squadrons, with the dispersal of the Squadrons this can no longer be relied upon, at times Training Wing elements can be deployed with 4 teams at three different sites, SEF Electricians are frequently required to carry out tasks over weekend/ Bank Holiday periods, failure to fill this post will result in loss of support.
Please provide an explanation of the impact if the recruitment request is NOT approved	
Please Confirm all the Statements Below Apply and Provide Detail	
This role is essential and supports business outputs whilst aligning with future plans	<input checked="" type="checkbox"/> SEF are required to support all of HON current and future plans.
Required recruitment action can take place now (during the distancing / WFH period) with two-person panel	<input checked="" type="checkbox"/> Myself and [REDACTED] have conducted this process previously
The successful individual is required to start work during the distancing / WFH period and can be inducted into the job role successfully	<input checked="" type="checkbox"/> Yes, current RA are in place to facilitate this trg .

Section 6: Civilian Recruitment Assessment Tools (External Recruitment Only)	
Are Assessment Tools Required?	No
If 'Yes' was Selected, Please Select the Required Assessment Tool/s and Provide a Justification	
Civil Servant Judgement Test (CSJT)	<input type="checkbox"/>
Numerical Reasoning Test (NRT)	<input type="checkbox"/>
Verbal Reasoning Test (VRT)	<input type="checkbox"/>
Submit the Recruitment Request Form to the Business Manager / Unit Workforce Planner for review and onwards processing	

Section 7: Business Manager / Unit Workforce Planner				
Surname	[REDACTED]	Forename(s)	[REDACTED]	Title MISS
Decision	Approved		Date of Decision	11/05/2022
Summary of Decision				
Approved – electricians within SEF are critical to ensuring portable appliance testing and routine maintenance of electrical equipment remains up to date.				
Submit the Recruitment Request Form to the Chief of Staff / Senior Air Staff Officer (or equivalent) for relevant 2* Business Area / Group				

Section 8: Chief of Staff / Senior Air Staff Officer (or equivalent)				
Surname	[REDACTED]	Forename(s)	[REDACTED]	Title WG CDR
Decision	Approved		Date of Decision	23/05/2022
Summary of Decision				
Approved in full on behalf of 2 Gp HQ.				
Submit the Recruitment Request Form (including email trail) to the Air Command Civilian Workforce Requirements Team Air-DRes-CivWkfc-Requirements@mod.gov.uk				

OFFICIAL - SENSITIVE

Section 9: Civilian Workforce Requirements Team			
Decision	Approved	Date of Decision	24/05/2022
Summary of Decision			
Approval as within headcount – new position created on MyHR under above reference to replace existing position from HRMS: 00085898			
Air Approval Recruitment Number			
FY2223-AIRNEW-049			
	In accordance with the Data Protection Act 2018 (DPA 2018), the Ministry of Defence will process the information on this form for the purpose of exercising or performing rights and obligations in connection with employment, including the production of management information for assurance and governance purposes, which will be collected centrally.		

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RAF Honington
Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 6

Sponsor: OC SEF

TERMS OF REFERENCE – SZ3 ELECTRICAL/GENERAL TECH ELECTRICAL

References:

- A. MAMP-01 Ch 6.1
- B. AESO Bk 2 Pt 1, Ch 1, Order 8.
- C. Unit Quality Manual.
- D. IEE Regulations 18th Ed.
- E. AP119F-0010-5F.
- F. JAP 100E-10 Chapter 10.1

Support Engineering Flight provides the Station with the Engineering support necessary to meet its operational and training commitments, at home and overseas

Applicability

1. These Terms of Reference (TOR) are applicable to both Civilian and Military Electricians.

Aim

2. The aim of these TOR is to define the responsibilities of both the SZ3 Electrician and Gen Tech E.

Implementation

3. The Electricians are responsible to the SEF Manager, through the Electrical Trade Supervisor. In accordance with appropriate maintenance schedules and engineering orders the SZ3 Electrician and Gen Tech E will:
 - a. Diagnose defects in Ground Support Equipment (GSE) using the appropriate test equipment and fault-finding aids.
 - b. Carry out maintenance and rectification of GSE in accordance with the relevant publication and to the level authorised.
 - c. After rectification, functionally test systems, assemblies and components using special to type test equipment.
 - d. Ensure that effective tool control is maintained within the electrical workshop in accordance with References A and B.
 - e. Ensure the correct and timely completion of maintenance records.
 - f. Ensuring that Quality Assurance policy is implemented in accordance with Reference C.

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Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 6

- g. When requested install and maintain Temporary Electrical Installations (TEI's) in accordance with Reference D.
 - h. Good husbandry and maintaining the work area in a condition conducive to a safe working environment.
 - i. Maintain electrical equipment in accordance with Reference E, in Sections where no trained personnel exist.
 - j. Operate Lifting Equipment in accordance with Reference F.
 - k. Ensure that environmental waste regulations and fire regulations applicable to his work area are adhered to.
 - l. Ensure that all substances used in his work area have a current COSHH assessment before use.
 - m. React to emergency call outs as required and directed by the SEF Manager.
 - n. Carry out section additional duties as detailed.
 - o. Any other tasks commensurate with the grade as requested on an ad hoc basis by the Line Manager.
4. To carry out the above duties the Electricians will be required to drive Service MT.
5. 8. **Health and Safety.** You have the responsibility under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated regulations:
- a. To comply with all instructions and procedures set in place to ensure safety at work, taking proper care of any equipment provided for your health, safety and welfare at work.
 - b. To provide specialist advice in own are to Line Managers in order to allow accurate risk assessments to be made.
 - c. To report all accidents, injuries and near-miss dangerous occurrences promptly to Line Management.

6. **Equality and Diversity and Data Protection responsibilities**

Responsibilities are detailed in: AESOS Book 2 Part 1 Order 25 Annex A

Incumbent

7. Name..... JPAN:

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Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 6

SZ3 Electrical/ GTE

Dated:

I have received a copy of these Terms of Reference.

Name.....

Line Manager/Post.....

Dated:

Review Procedure

8. This TOR is to be reviewed annually by the Sponsor.

Reviewed Sept 2022

RAF Honington
Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 14

Sponsor: Support Engineering Flight Manager

TERMS OF REFERENCE – SUPPORT ENGINEERING FLIGHT (SEF) CARPENTER

Line Manager: SEF Manager

Countersigning Officer: OC Eng & Logs

References:

- A. AP 100B-01 Issue 3 Order 2.1.6
- B. Deleted
- C. AP100E-15.
- D. Honington Quality Manual.
- E. AESOs Bk 2 Pt 1 Chap 1 Order 8.
- F. JSP 375.
- G. Station Standing Orders.
- H. SHEF Manual & JSP 375.
- I. Provision and Use of Work Equipment Regulations as applied to Woodworking Machinery.
- J. Machine Manufacturers Operator Manual.

Support Engineering Flight provides the Station with the Engineering support necessary to meet its operational and training commitments, at home and overseas

Applicability

1. The aim of this order is to detail the duties and responsibilities of the SEF Carpenter.

Aim

2. The aim of this order is to detail the duties and responsibilities of the SEF Carpenter.

Implementation

3. In addition to the general orders and responsibilities contained in Part 1, Chapter 1, Section 1 of these Orders and the SHEF manual, the SEF Carpenter is responsible to the SEF Manager for:
 - a. Satisfactory completion of Form 6 and Form 755J tasks allocated to the Carpenter's Shop iaw Reference A.
 - b. Recording on Form 6A or Form 755J, as appropriate, the material and man-hours expended against each task iaw Reference A.
 - c. Recording material expenditure in the Shops Expense Book, F7212 iaw Reference A.
 - d. Ensuring that only qualified tradesmen use the machinery and equipment in the Carpenter's Shop.

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Aviation Engineering Standing Orders
Book 1, Part 1, Chap 3,
Order 14

- e. Ensuring that Fixed Machine Tools are maintained iaw Reference C.
 - f. Tool Control iaw Reference E.
 - g. Arranging the timely re-Logs of wood and consumable stores.
 - h. Ensuring that tasks are completed within the time scale directed by the GSE Controller.
 - i. Ensuring that working areas and benches are cleaned on completion of work and the sawdust extraction system bins are emptied when required.
 - j. Ensuring that private work is only carried out with the prior approval of either SEF Manager or OC SEF.
 - i. Informing the SEF Manager of any matter which may prevent the Carpenters Shop from meeting its commitments.
 - j. Being responsible for the amendment of Air Publications, Manuals and Directories in their work area.
 - k. Undertaking any other tasks that may arise commensurate with the normal trade skills as delegated by Line Management.
 - l. Ensuring that all woodworking machinery is operated and maintained IAW References C, I and J.
4. To carry out the above duties the Carpenter's Shop Supervisor will be required to drive Service MT.
5. Under the 1974 Health and Safety at Work Act, the Management of Health and Safety at Work Regulations 1992, References F and G and other associated regulations the Carpenter's Shop Supervisor is to:
- a. Comply with all instructions and procedures installed to ensure safety at work, taking proper care of any equipment provided for health, safety and welfare at work.
 - b. Reduce risks as far as possible by reporting any improvements for health and safety to line management and complying with the following regulations:
 - (1) Risk Assessments.
 - (2) Manual Handling.
 - (3) Display Screen Equipment.
 - (4) COSHH.

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Order 14

(5) Noise.

c. Report all accidents, injuries and near-miss dangerous occurrences promptly to line management.

6. Additionally, the Carpenter’s Shop Supervisor has been appointed by the Line Manager as a Health and Safety Advisor to highlight conditions and practices within the work area that constitute a potential or real hazard to personnel on H&S grounds.

7. The H&S Advisor is responsible iaw Reference H for:

a. Investigating potential hazards and dangerous occurrences and examining the causes of accidents at the work place.

b. Investigating complaints by any employee within their area of responsibility relating to H&S at work.

c. Carrying out inspections of the workplace iaw Reference I.

8. If the Carpenter’s Shop Supervisor feels unable to meet any of the above TORs at any time, it is to be reported to the line manager.

Equal opportunities policy

The MOD and its Agencies are committed to, and operate a policy of equal opportunity for all staff and potential recruits. This means that all applicants to join the MOD and all members of the MOD must be treated fairly on the basis of their ability and qualifications.

There must be no unfair discrimination on the grounds of gender, marital status, race or ethnic origin, sexual orientation, age, religious belief, or physical or mental disability against any eligible person whether in recruitment, training, staff appraisal, promotion, posting or in any other way. Practical details of how discrimination can be avoided and equal opportunities promoted in personnel management and line management activities can be found throughout the MOD Personnel Manual.

Incumbent

9. Name..... JPAN:

Station Carpenter Dated:

I have received a copy of these Terms of Reference.

Name.....

Line Manager/Post..... Dated:

Review Procedure

10. This TOR is to be reviewed annually by the Sponsor.

GENERAL FITTER

Ministry of Defence

Apply before 3:34 pm on Wednesday 7th December 2022



Reference number

19239

Salary

£19,531

Job grade

Industrial
SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

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Location

Bury St Edmunds, Suffolk

About the job

Job summary

General fitters are responsible for the routine maintenance and rectification on a variety of equipment including (but not limited to) Lifting equipment (jacks, hoists, platform lifts, slings etc.), generators, Heaters and transporter trailers in support of RAF Regiment recruit training wing and Force Protection elements on exercise at remote locations throughout the UK. Supplementary support within the Machine shop and Carpentry shop as required.

This position is advertised at 37 hours per week.

Job description

The successful applicant will be responsible for the routine maintenance and rectification on a variety of equipment including (but not limited to) Lifting equipment (jacks, hoists, platform lifts, slings etc.), generators, Heaters and transporter trailers. Supplementary support within the Machine shop and Carpentry shop as required. The successful applicant will be expected to attend training courses (sometimes away from normal place of business) when necessary to ensure currency on new equipment. There may be a requirement to carry out duty “on call” for which an allowance will be paid. Any other reasonable request commensurate with the rank and grade. To carry out these duties the applicant will be required to hold a current UK driving license.

Person specification

Enthusiastic and experienced with a flexible approach to rapidly changing situations, you will be expected to participate fully in section activities, often outside of the core business area.

Licences

Cat-B driving licence

Qualifications

City & Guilds 1,2,3. NVQ/SNVQ L3 or equivalent, in General Engineering or Plant Fitting or Carpentry.

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

Things you need to know

Selection process details

Selection will be based on applications and successful candidates will be invited for interview.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is security check.

See our vetting charter.

People working with government assets must complete basic personnel security standard checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#).

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

[Apply and further information](#)

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : SEF Manager, Mr Ian Roberts

Email : ian.roberts311@mod.gov.uk

Telephone : 01359237676

Recruitment team :

Email : DBSCivPers-ResourcingTeam3@mod.gov.uk

Further information

For further information, please see attachment.



Electrician

Ministry of Defence

Apply before 4:21 pm on Wednesday 7th December 2022



Reference number

214710

Salary

£20,750

Craft grade entry point

Job grade

Industrial

SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

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Location

Bury St Edmunds

About the job

Job summary

RAF Honington Support Engineering Flight (SEF) Electricians are responsible for all Station portable appliance testing (PAT) and the routine maintenance of over 4500 items of electrical equipment. The post also requires a commitment to the Section's temporary electrical installations (TEI's), in support of Stn deployed assets utilised on training exercises, Stn functions and supplementary support with fault diagnosis and rectification on over 130 vehicles, within the Mechanical Transport Maintenance Section (MTMS).

This position is advertised at 37 hours per week.

Job description

The successful applicant will be employed as an Electrical Fitter within the Support Engineering Flight (SEF) at RAF Honington. Their tasks will include, but not be limited to; the completion of all authorised scheduled inspection, testing and maintenance of domestic electrical equipment, design and implementation of temporary electrical installations, portable appliance testing, and the completion of all associated documentation. They will be responsible to the Officer Commanding SEF through the SEF Manager. There may, occasionally, be a requirement to work away from the normal place of business to carry out delegated tasks, or complete further training to maintain equipment currency which may require overnight stays. The successful applicant will be required to work within a small team and will be required to complete all tasks in accordance with statutory regulations, local orders and procedures.

Person specification

Enthusiastic and experienced with a flexible approach to rapidly changing situations, you will be expected to participate fully in section activities, often outside of the core business area.

Experience of working in a military environment desirable.

Successful applicant will be expected to have a flexible approach to working outside normal hours at short notice when required and complete any training updates away from normal business area when required.

Licences

Basic car licence

Qualifications

City & Guilds parts 1,2 and three, NVQ L3, SNVQ L3: Electrical Testing and Installation or equivalent.
The 18th Edition or working towards 18th Edition is desirable.

Behaviours

We'll assess you against these behaviours during the selection process:

Changing and Improving

Delivering at Pace

Making Effective Decisions

Managing a Quality Service

Working Together

Leadership

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

The post does not offer relocation expenses

External recruits who join the MOD who are new to the Civil Service will be subject to a six month probation period.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

Please note: Interview travel expenses will not be reimbursed.

Any move to MOD from another employer will mean you can no longer access childcare vouchers. This includes moves between government departments. You may however be eligible for other government schemes, including Tax-Free Childcare. Determine your eligibility at <https://www.childcarechoices.gov.uk/>

MOD Recruitment Satisfaction Survey – we may contact you regarding your experience to help us improve our customer satisfaction. The survey is voluntary and anonymous. You may however be given the opportunity to provide additional information to help us improve our service which includes the collection of some personal data as defined by the United Kingdom General Data Protection Regulation (UK GDPR). The MOD Privacy Notice sets out how we will use your personal data and your rights.

Things you need to know

Selection process details

This vacancy is using [Success Profiles](#), and will assess your Behaviours and Experience.

Apply on-line, Sift and face to face interview.

As a result of the changes to the UK immigration rules which came in to effect on 1 January 2021, the Ministry of Defence will only offer sponsorship for a skilled worker visa under the points based system, where a role has been deemed to be business critical.

The role currently being advertised has not been assessed as business critical and is therefore NOT open to applications from those who will require sponsorship under the points based system. Should you apply for this role and be found to require sponsorship, your application will be rejected and any provisional offer of employment withdrawn.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#).

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Working for the Civil Service

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The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Apply and further information

This vacancy is part of the [Great Place to Work for Veterans](#) initiative.

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Ian Roberts, SEF Manager

Email : ian.roberts311@mod.gov.uk

Telephone : 01359237676

Recruitment team :

Email : DBSCivPers-ResourcingTeam5@mod.gov.uk

Further information

Please ensure you read the attached candidate information document prior to completing your application. Please refer to the attached Candidate Information guide



Electrician

Ministry of Defence

Apply before 4:08 pm on Wednesday 7th December 2022



Reference number

214365

Salary

£21,000 - £21,000

craft grade entry point

Job grade

Industrial

SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Full-time

Number of jobs available

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Location

Bury St Edmunds

About the job

Job summary

RAF Honington Support Engineering Flight (SEF) Electricians are responsible for all Station portable appliance testing (PAT) and the routine maintenance of over 4500 items of electrical equipment. The post also requires a commitment to the Section's temporary electrical installations (TEI's), in support of Stn deployed assets utilised on training exercises, Stn functions and supplementary support with fault diagnosis and rectification on over 130 vehicles, within the Mechanical Transport Maintenance Section (MTMS).

Job description

The successful applicant will be employed as an Electrical Fitter within the Support Engineering Flight (SEF) at RAF Honington. Their tasks will include, but not be limited to; the completion of all authorised scheduled inspection, testing and maintenance of domestic electrical equipment, design and implementation of temporary electrical installations, portable appliance testing, and the completion of all associated documentation. They will be responsible to the Officer Commanding SEF through the SEF Manager. There may, occasionally, be a requirement to work away from the normal place of business to carry out delegated tasks, or complete further training to maintain equipment currency which may require overnight stays. The successful applicant will be required to work within a small team and will be required to complete all tasks in accordance with statutory regulations, local orders and procedures.

Person specification

Enthusiastic and experienced with a flexible approach to rapidly changing situations, you will be expected to participate fully in section activities, often outside of the core business area.

Experience of working in a military environment desirable.

Licences

Basic car licence.

Qualifications

City & Guilds parts 1,2 and three, NVQ L3, SNVQ L3: or equivalent Electrical Testing and Installation or equivalent. The 18th Edition or working towards 18th Edition is desirable.

Behaviours

We'll assess you against these behaviours during the selection process:

Changing and Improving

Delivering at Pace

Making Effective Decisions

Managing a Quality Service

Working Together

Benefits

- Learning and development tailored to your role
- An environment with flexible working options

- A culture encouraging inclusion and diversity
- A Civil Service pension

Things you need to know

Selection process details

This vacancy is using Success Profiles, and will assess your Behaviours and Experience.

Sift and face to face interview.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is security check.

See our vetting charter.

People working with government assets must complete basic personnel security standard checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#).

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

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The Civil Service also offers a Redeployment Interview Scheme to civil servants who are at risk of redundancy, and who meet the minimum requirements for the advertised vacancy.

Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : Mr I Roberts, SEF Manager, RAF Honington, Bury St Edmunds, Suffolk, IP31 1EE,
01359237676,
Email :
Telephone : ian.roberts311@mod.gov.uk
01359237676



Electrician

Ministry of Defence

Apply before 3:44 pm on Wednesday 7th December 2022



Reference number

70482

Salary

£20,500

Job grade

Industrial
SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

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RAF Honington

About the job

Job summary

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This position is advertised at 37 hours per week.

Job description

The successful applicant will be employed as an Electrical Fitter within the Support Engineering Flight (SEF) at RAF Honington. Their tasks will include, but not be limited to; the completion of all authorised scheduled inspection, testing and maintenance of domestic electrical equipment, design and implementation of temporary electrical installations, portable appliance testing, and the completion of all associated documentation. They will be responsible to the Officer Commanding SEF through the SEF Manager. There may, occasionally, be a requirement to work away from the normal place of business to carry out delegated tasks, or complete further training to maintain equipment currency which may require overnight stays. The successful applicant will be required to work within a small team and will be required to complete all tasks in accordance with statutory regulations, local orders and procedures.

Person specification

Enthusiastic and experienced with a flexible approach to rapidly changing situations, you will be expected to participate fully in section activities, often outside of the core business area.

Licences

Successful candidates will be required to travel to alternate sites and Military units to carry out tasking's, therefore minimum Cat B (car) licence required.

Qualifications

Civilian qualification required; City & Guilds parts 1,2 and three, NVQ L3, SNVQ L3: Electrical Testing and Installation or equivalent.

18th Edition .

Benefits

- Learning and development tailored to your role
- An environment with flexible working options

- A culture encouraging inclusion and diversity
- A Civil Service pension

This post does not offer any assistance with relocation allowances.

Please be advised that the Department is conducting a review of all pay related allowances which could impact on those allowances that the post currently being advertised attracts.

Things you need to know

Selection process details

Selection will be based on applications, successful applicants will be invited for interview.

Candidates will be required to complete a CV including job history, full details of education and qualifications and previous experiences and skills.

Candidates will be required to complete a Statement of Suitability.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is [security check](#).

[See our vetting charter](#).

People working with government assets must complete [basic personnel security standard](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

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Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : SEF Manager (Mr Ian Roberts)

Email : ian.roberts311@mod.gov.uk

Telephone : 01359237676

Recruitment team :

Email : DBSCivPers-ResourcingTeam3@mod.gov.uk

Further information

For further information, please see attachment.



Carpenter

Ministry of Defence

Apply before 3:53 pm on Wednesday 7th December 2022



Reference number

70474

Salary

£20,500

Job grade

Industrial
SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Flexible working, Full-time

Number of jobs available

1

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Location

RAF Honington

About the job

Job summary

This post is responsible for undertaking manufacture of training aids in support of the RAF Regiment recruitment training teams, manufacturing special to type (STT) storage/transport containers, section display boards to a high standard. There may, occasionally, be a requirement to work away from the normal place of business to carry out delegated tasks, or complete further training to maintain equipment currency which may require overnight stays. The successful applicant will be required to work within a small team and will be required to complete all tasks in accordance with statutory regulations, local orders and procedures, and any other tasks as determined by the SEF Manager. The Carpenter is responsible for carpentry tasks from a range of customers at RAF Honington using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches, verbal information and desktop computer applications.

Job description

The Civilian Craftsman (Carpenter) is to undertake all tasks within the Carpentry Shop in accordance with the relevant orders, instructions or regulations as laid down by the MOD, Military Publications or local management. They are also responsible for the efficient organisation, trade practices, security and cleanliness of the Carpentry Shop.

The Civilian Craftsman (Carpenter) is responsible to the Support Engineering Flight (SEF) Manager.

Person specification

The Civilian Craftsman (Carpenter) is to:

a. (1) Put into practice the quality arrangements for their Area of Responsibility (AOR).

(2) Be fully aware of Safety, Health, Environmental and Fire (SHEF) responsibilities. Personal Training and Development.

Ensure that the correct competencies are achieved to undertake normal daily duties by attending any training required that is relevant to the post and grade, including both on-the-job and continuation training.

b. Specific Professional Responsibilities

(1) Carry out carpentry tasks using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches and verbal information.

(2) Ensure all documentation appertaining to tasks undertaken within the Carpentry Shop is compiled correctly, including an accurate record of hours and materials expended.

(3) Ensure that the Personal Protective Equipment (PPE) provided for use within the AOR is worn, maintained and records of checks are completed.

(4) Ensure that tool control of all tool kits within the Carpentry Shop is carried out.

(5) Ensure that all test equipment used in the daily duties is controlled and that provision is made for the maintenance and calibration of tools.

(6) Report unserviceable equipment, or damage to equipment and buildings within the AOR to the SEF Manager. Ensure SEF Manager is advised of newly identified risks to personnel in order that it can be assessed, recorded and minimised.

(7) Ensure Fixed Machine Work Equipment is only operated by authorised personnel. Ensure a safety person is present when working in the Machine Shop.

(8) Assume health, safety and welfare responsibility for all personnel in the AOR.

4. HEALTH & SAFETY (H&S)

a. You are to acquaint yourself with the Station's H&S Regulations.

Licences

Cat B (car)

Qualifications

Formal qualification in Carpentry (City & Guilds 1, 2 & 3, NVQ/SNVQ L3 Carpentry or cabinet making, or equivalent.)

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

Things you need to know

Selection process details

Selection will be based on applications, successful candidates will be invited for interview.

Feedback will only be provided if you attend an interview or assessment.

Security

Successful candidates must pass a disclosure and barring security check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is security check.

[See our vetting charter.](#)

People working with government assets must complete [basic personnel security standard](#) checks.

Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of Commonwealth countries who have the right to work in the UK

nationals of the Republic of Ireland

nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#).

relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service

relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

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Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact :

Name : SEF Manager (Mr Ian Roberts)

Email : ian.roberts311@mod.gov.uk

Telephone : 01359237676



Carpenter

Ministry of Defence

Apply before 4:32 pm on Wednesday 7th December 2022



Reference number

70476

Salary

£20,500

Job grade

Industrial
SZ3

Contract type

Permanent

Business area

MOD - Air - RAF Honington

Type of role

Engineering

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of jobs available

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RAF Honington

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Job summary

This post is responsible for undertaking manufacture of training aids in support of the RAF Regiment recruitment training teams, manufacturing special to type (STT) storage/transport containers, section display boards to a high standard. There may, occasionally, be a requirement to work away from the normal place of business to carry out delegated tasks, or complete further training to maintain equipment currency which may require overnight stays. The successful applicant will be required to work within a small team and will be required to complete all tasks in accordance with statutory regulations, local orders and procedures, and any other tasks as determined by the SEF Manager. The Carpenter is responsible for carpentry tasks from a range of customers at RAF Honington using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches, verbal information and desktop computer applications.

This position is advertised at 37 hours per week.

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(2) Be fully aware of Safety, Health, Environmental and Fire (SHEF) responsibilities. Personal Training and Development.

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(1) Carry out carpentry tasks using hand tools and fixed machinery, interpreting and accurately working to technical drawings, or developing tasks from customer sketches and verbal information.

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a. You are to acquaint yourself with the Station's H&S Regulations.

Licences

Candidates will be required to travel to alternate sites to assess tasking's, therefore minimum Cat B (car) licence is mandatory.

Qualifications

Formal civilian qualification in Carpentry (City & Guilds 1, 2 & 3, NVQ/SNVQ L3 Carpentry or cabinet making, or equivalent.)

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

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