

**Title: HUMAN RESOURCES SPECIALIST (EMPLOYEE DEVELOPMENT) RPA 752564**

Series, Grade, Vacancy Number: S-0201-7/9/11 100 FSS VA16 RPA 752564  
Location: RAF Mildenhall  
Wage: £10.82/£13.63/£16.22 depending on starting grade  
Hours: 37.50 hours per week  
Duration: Permanent  
Date Posted: 07 December 2016  
Closing Date: 14 December 2016

**Description:** At the full performance level for this position you will serve as a Human Resource (HR) Specialist in the Human Resources Development Department with the responsibility for with responsibility for planning, developing, and carrying out the full range of employee development and training program administration and related management advisory services. Researches, develops, plans, administers and delivers employee development and training programs for all serviced organizations. Advises key managers and supervisors on the full range of civilian employee development programs which include: identifying and meeting training needs, funding availability, training plan development and training sources. Evaluates the effectiveness of the installation civilian training program and makes improvement recommendations. Develops annual training financial plans for serviced organizations and works with management officials, key staff and subordinates to plan, provide, and evaluate comprehensive training programs tailored to unit mission(s). Serves as Resource Manager and Government Purchase Card (GPC) Authorizing Official responsible for the training budget assigned. Position will be developmental from S-07 to S-09 and then the target grade of S-11. All training must be completed and regulatory requirements met prior to promotion.

**S-07 Level**

1. Knowledge of UK and US Human Resources basic principles, concepts, and practices concerning civilian employee training and development.
2. Skill in applying basic principles, concepts, and practices of the occupation sufficient to perform entry-level assignments in Human Resources (employee Training and Development).
3. Skill in communicating factual and procedural information clearly, orally and in writing.
4. Ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions.
5. Ability to plan and organize work, and consult effectively with co-workers.

**S-09 Level**

1. Knowledge of Human Resources employee training and development laws, philosophy, concepts, principles, methods, practices, programs and techniques sufficient to accomplish moderately complex, non-controversial, well-precedented range of interrelated activities and tasks.
2. Knowledge and understanding of Human Resources functions, theories, and techniques.
3. Skill in developing basic strategies to provide effective training/development services, advising management on training issues and making recommendations or alternative solutions to resolve problems of a limited scope.
4. Ability to plan and organize a civilian training program with long distance servicing to more than one base having various commands with diversified and complex missions.
5. Knowledge of financial, budget, accounting and contracting policies and procedures.
6. Ability to use financial operations software, i.e., GPC, DTS, CATNIP, MILPDS, DCPDS etc., and the ability to effectively manage and execute budget obligations through these programs.
7. Working knowledge of TDY to Schools including processing on line TDY Orders, liaising with the school in a timely manner taking consideration for time differentials.
8. Ability to communicate both orally and in writing to effectively develop, prepare and assist in the delivery of training courses pertaining to HR topics.
9. Ability to deal with high level officials, civilian personnel officers, command training directors, financial officials, consultants, contracting officers, key managers, supervisor and employees from different bases with a range of requirements in their missions.

**S-11 Level**

1. Extensive knowledge of the laws, rules and regulations governing federal civilian employee development and training specific laws to Local National Employees (LNDH), Local National Indirect Employees (MOD) and US employees.
2. Working knowledge and practical understanding of various HR management functions, theories, and techniques.
3. Ability to plan, organize and direct a civilian training program with long distance servicing to more than one base having various commands with very diversified and complex missions.
4. Extensive knowledge of financial, budget, accounting and contracting policies and procedures of the Financial Office for each base serviced.
5. Ability to use varying financial operations software, i.e., GPC, DTS, CATNIP, MILPDS, DCPDS etc., and the ability to effectively manage and execute budget obligations through these programs.
6. Working knowledge of TDY to Schools including processing on line TDY Orders, liaising with the school in a timely manner taking consideration for time differentials.
7. Ability to communicate both orally and in writing to effectively develop, prepare and independently deliver training courses pertaining to a wide range of HR topics.

8. Ability to deal with the constant contact with high level officials, civilian personnel officers, command training directors, financial officials, consultants, contracting officers, key managers, supervisor and employees from seven different bases and tenant organizations with a wide range of requirements in their missions.

**OTHER SIGNIFICANT FACTORS:**

1. May be required to travel by military and/or civilian aircraft in the performance of duties.
2. May be assigned other duties not described in this position description, but that are appropriate to the grade and skill set of the incumbent.

**90-DAY REGISTER:** This announcement may result in a 90-day register that may be used to fill like vacancies for 90 days after the referral certificate has been issued. Applicants may be referred for consideration as vacancies occur.

**WHO CAN APPLY:** Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK. Proof of identification in the form of a photo ID will be required, for example a Driving license or current passport. All successful applicants will require a security clearance. Please note Pre-appointment Security Clearance requirements may delay start date.

**HOW TO APPLY:** Interested candidates **must** complete a RAF Mildenhall, LNDH Employment Application obtainable from the Civilian Personnel Webpage: [www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp](http://www.mildenhall.af.mil/units/100fss/civilianpersonnel.asp), and following the instructions on the webpage, Current vacancies for non-US. **Applicants will need to submit necessary documents with the application form to demonstrate that they are eligible to work in the United Kingdom. Incomplete application packages will not be considered.** All applications, with relevant attachments and/or CV/Resume can be submitted via email to the email listed on the last page of the application form or mailed to 100 FSS/FSMC (LNDH), Unit 4702, RAF Mildenhall, Suffolk IP28 8NF.

**Please ensure to include the Title, Series, Grade, Location, and Vacancy Number on the top of the application and in the subject line of any email correspondence.**

Benefits include paid annual and sick leave and opportunity to join Group Stakeholder Pension Scheme. For additional information, contact the LNDH team on 01638 544955.

**EQUAL OPPORTUNITY EMPLOYER:** There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.