

Vacancy Notice

Internal Description

Description - Internal

OPEN TO NATIONALS OF NATO MEMBER STATES ONLY

POST Number: OMC RHM X 0021

Job Title: Data Analyst and Staff Records Manager / Military Personnel Branch

NATO Grade: NATO GRADE 15

NATO Body: Headquarters Allied Maritime Command (HQ MARCOM)

Location: Northwood, Middlesex, UK

SECURITY CLEARANCE: NATO SECRET

Basic Monthly Salary: £ 5,937.79 (tax free)

Closing Date: Sunday 25 May 2025 (midnight)

1. Post Context/Post Summary

Allied Maritime Command is the Maritime Theatre Component Commander delivering 360 degree maritime focused awareness and connectivity while planning and commanding the full range of maritime operations.

The Support Directorate directs the delivery of operational support functions and activities.

The N1 Division is the Military Workforce Organisational Element (MMOE) in HQ MARCOM responsible for all matters pertaining to workforce and staffing of military and civilian personnel.

The Military Personnel Branch (MP) is responsible for all aspects of military personnel management and administration.

The incumbent provides data analysis and management of the Human Resources (HR) databases and assists the Assistant Chief of Staff N1 in identifying and managing military HR requirements for sustain maritime operations and exercises.

2. Principal Duties

The incumbent's duties are:

- Analyses HR databases for exercises/operations for reinforcement and readiness planning.
- Assists in the execution of policies and procedures for staffing accountability and administration. He/she supervises all MARCOM divisional HRDS POC in order to maintain accuracy in the HRDS database.
- Assists Branch Head (BH) with the personnel augmentation programme during crisis or war.
- Acts as the N1 POC for APMS for exercise/operation planning.
- Sets up staffing database for elements involved in exercise/operations.
- Responsible for keeping Reporting and Military Personnel SOPs updated.
- He/she is the Divisional Training Coordinator, and provides additional training to newcomers regarding skills, HRDS dashboard, and Equality, Diversity & Inclusion(ED&I).
- Responsible for keeping own skills within the assigned functional area up-to-date and to maintain awareness of developments in the wider area of N1 activities to determine the minimum quantitative and qualitative HR needed to perform a specific mission or task.
- During crisis and operations, staffs CE with requested personnel and assists in planning theatre personnel management.
- Responsible for coordinating the N1 response cell in maintaining the theatre staffing picture and advises on all aspects of deployment planning and preparation.
- Organises feedback/review sessions with Senior National Representatives POCs and Base Support Group POC ' s involved in in/out processing of personnel.
- Reports to the BH about any new requirements in staffing accountability and administration that require the Supreme Headquarters Allied Powers Europe ' s (SHAPE) further consideration.
- Maintains the staffing databases for the peacetime location and personnel deployability and readiness data. Records all personnel staffing data to include, but not limited to, personnel information, extensions of tour and deployments.
- Develops/maintains contacts with local national representatives and Divisional POC ' s.
- Participates in the in/out processing routine for deploying HQ elements.
- Records all personnel staffing data for the exercise/operation.
- Acts as the centre of expertise for the HQ ' s HR databases/systems query and report functions.
- Conducts staffing availability audits through assigned HR systems to verify and improve the quality of data held by the systems.
- Designs/generates personnel database queries and reports in support of the HQ and its deployed structures.
- Responsible for the administration of the Divisional Funds for travelling.
- Participates in exercises/operations.
- Undertakes work as part of a project team as assigned.
- Acts as Divisional Computer Information Systems focal point.

- When it is needed, inputs, maintains and updates Logistical Functional Area Services (LOGFAS) data. Creates Personnel reports, when required, using LOGFAS data.
- Tracks critical post vacancies and sources augmentees for hard-to-fill billets.
- Advises on development and implementation of administrative policies and procedures necessary to the organisational efficiency in theatre.
- Provides staff support and policy guidance on specialised MARCOM military personnel issues.
- Organises and manages the International Evaluation Reports system.
- Acts as alternative in/out-processing of all MARCOM personnel.
- Submits observations in his/her area of expertise and contributes to the Lessons Learned process. Authorised to coordinate the HQ-wide reinforcement process.

3. Special Requirements and Additional Duties

The incumbent may be required to perform a similar range of duties elsewhere within the organisation at the same grade without there being any change to the contract.

The incumbent may be required to undertake deployments in support of military operations, exercises, or Temporary Duty (TDY) assignments, both within and without NATO boundaries. Such operational deployment may exceed 30 days duration up to 183 days in any period of 547 days, and may be at short notice. For NATO International Civilian Staff, acceptance of an employment contract linked to this post constitutes agreement to deploy in excess of 30 days if required.

The work is normally performed in a Normal NATO office working environment/secure office environment with artificial light and air (Bunker).

Normal Working Conditions apply. The risk of injury is categorised as: No risk. Risk might increase when deployed.

4. Essential Qualifications

a. Professional/Experience

(1) Information processing/data entry

Specialised secretarial programmes (bilingual, medical, law, accounting etc.) are included if the programme has secretarial work as its objective, rather than work as specialised assistants.

Skill Level (Ensure/Advise)

Works under broad direction. Is fully responsible for meeting allocated technical and/or project/supervisory objectives. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the management of resources appropriate to given assignments. Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Advises on the available standards, methods, tools and applications relevant to own specialism and can make appropriate choices from alternatives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Assesses and evaluates risk. Communicates effectively, both formally and informally. Demonstrates leadership. Facilitates collaboration between stakeholders who have diverse objectives. Takes initiative to keep skills up to date. Analyses requirements and advises on scope and options for continuous operational improvement. Demonstrates creativity and ethical thinking in applying solutions for the benefit of the stakeholder.

Experience

- A proven track of 3 years' experience in personnel databases, preferable in NATO HRDS tools: Automated Personnel Management System (APMS) and Establishment Review Tool (ERT).
- 3 years' experience in a HR environment preferable in NATO environment.
- A proven track of extensive experience using Structured Query Language (SQL) report.

(2) Personnel management

Military personnel operations typically include distribution and assignment of military personnel; professional development; promotions; retention; and separations.

Civilian personnel operations typically include staffing; employee relations advisory services; qualification determinations; classification of positions; retirement counselling and processing; employee development; labour relations; and administration of performance management process.

Experience

- 3 years previous experience in personnel management with NATO and or Joint or Combined Staff and or international organisations.
- A proven track of experience in SharePoint preferable in NATO tools such as EDMS (Enterprise Document Management System), Tasker Tracker and NATO information portal.

b. Education/Training

University Degree in HR Management, business administration, law, social sciences, or related fields, public administration or related disciplines and 2 years function-related experience, or Higher Secondary education and completed advanced vocational training in that discipline leading to a professional qualification or professional accreditation with 4 years post-related experience.

The additional job specific qualifications and experience is described under Professional/Experience paragraph (4/a). In case of ambiguity, the required job specific experience has priority over the standard education and training levels and experience described here.

c. Language

English-SLP 3333-(Listening, Speaking, Reading and Writing)

NOTE: The work both oral and written in this post and HQ is conducted mainly in English.

d. NATO Occupational Codes

50415G-Information processing/data entry

50413P-Personnel management

5. Desirable Qualifications

a. Professional Experience

- Experience working in a Military HR environment to include personnel accountability preferable in NATO or international organisation.
- Experience with NATO regulations and procedures related to HR Management.
- APMS and ERT are the main tools for this job. Expertise in these tools would be highly valuable.
- Budget, fund/project manager or equivalent responsibilities experience.
- Experience as a Trainer in HR Tools.

b. Education/Training

- In case the incumbent does not have the APMS/ERT course provided by NATO-SHAPE, the course must be completed in the first 3 months of arrival.
- TOPFAS (Tool for Operational Planning, Force Activation and Simulation) CAT and/or OPT and/or SAT course within the period of 6 months of being in post.
- Resource Management Education Programme Course (ETE-FI-2708)
- NATO Orientation Course (ETE-MW-3834)
- LOGFAS Fundamentals and Data Operator Course (LOGFAS FDO)(LOG-LG-26811)

6. Attributes/Competencies

- Personal Attributes: The incumbent will be expected to apply his/her analytical, technical expertise and sound judgment to solve the majority of problems which emerge on a routine basis.

He/she will deal with both analytic professionals and non-professionals which requires patience, and interactive skills.

He/she must have an ability to interpret policy, executive orders and directives and to formulate policies and implementing rules and procedures on matters of finance, procurement and property administration.

The incumbent must be able to communicate verbally and written with a wide range of personnel from NATO countries.

He/she needs to be a team player displaying courtesy, flexibility, mental alertness, and the capacity to work well under pressure.

Must have influencing qualities to ensure that the significant data analysis can be understood by all senior managers.

Must be capable of handling details and the complexities of developments in standard Automated Data Processing technology. Frequently works under pressure, works long/irregular hours, and carries high workload.

- Managerial Responsibilities: Responsible for training all MARCOM staff regarding skills, HRDS dashboard, ED&I.
- Professional Contacts: Contacts with host-nation military organisations and services, Local National Representatives and National Military Representatives at SHAPE, the various activities/commands supported by MARCOM and host nation authorities in theatre on personnel administration issues. Interacts with deploying staff and with sending HQs, as well as with providers of pre-deployment training.
- Contribution to Objectives: Objectives: The incumbent plays a key role in the application, operation and utilisation of the MAPS & ERT as an effective PE/CE (Peace Establishment/Crisis Establishment) HR management tool for the MARCOM and its operations. The work involves the analysis of a complete task with recommendations effecting the plans and management of the OE and of the organisation itself. The incumbent 's work impacts NATO 's ability to efficiently utilise personnel.
- Supervisory Responsibilities: Supervises incumbents under his/her chain of command, as necessary and all the divisional HRDS POC in MARCOM regarding the input data in the HRDS.

There are no reporting responsibilities.

This post reports to: OMC RHMx 0010-BH Military Personnel-OF-4

This post does not deputise and is not deputized by anybody.

7. Remarks

- No shift work, except during exercises and deployments, times of tension or crisis.

Contract

The successful candidate will receive a three-year definite duration contract which may be followed by an indefinite duration contract. NATO-serving staff members will be offered a contract in accordance with the NATO Civilian Personnel Regulations.

The basic entry-level monthly salary for a NATO Grade 15 in the UK is £5,937.79 tax free which may be augmented by allowances based on the successful candidate 's eligibility.

HOW TO APPLY

In order to apply for this vacancy, please visit the NATO Talent Acquisition platform at: <https://nato.taleo.net/careersection/2/jobsearch.ftl?lang=en>, and search for vacancies within HQ MARCOM.

Essential information must be included in the application form. Each question should be answered thoroughly. Expressions such as “ please see attached CV ”, or invitations to follow links to personal webpages, are not acceptable, and will be disregarded. Application form must be filled out in English.

Applications are automatically acknowledged within one working day after submission. In the absence of an acknowledgment please make sure the submission process is completed or re-submit the application.

Shortlisted candidates invited to the interview phase, will be requested to provide, where applicable, copies of Educational and Vocational training certificates.

Current and past civilians working for NATO or any Coordinated Organisation, shall indicate their last grade and step held (next to the job title) and specify the name of employing NATO body or Coordinated Organisation.

Qualified redundant staff of the same grade interested in this post should inform this office, via their own HR/Personnel Office by not later than the vacancy ' s closing date.

EMPLOYMENT PRE-REQUISITES:

Candidates are invited to submit their application if:

- They are national of a NATO member country
- They are over 21 and under 60 years of age at the time of taking up their appointments. Appointments of definite duration may be offered to candidates of 60 years of age or more, provided the expiry date of the contract is not later than the date at which the candidate attains the age of 65.

ADDITIONAL INFORMATION

A NATO security clearance of the level required by the position, and approval of the candidate ' s medical file by the NATO Medical Adviser are essential conditions for appointment to this post. Applicants are not required to possess a clearance at the time of applying, but must be eligible for a clearance. MARCOM will take action to obtain the required security clearance from the successful candidate ' s national authorities.

Candidates must meet all the essential qualifications in order to be considered qualified. Should no qualified candidates be found, candidates not possessing all the essential qualifications may be considered. However, they will be appointed at a lower grade and their employment contract will stipulate the conditions under which the grade attached to post can be granted and the employment contract confirmed.