

Personnel Support Officer

Developing, training and supporting our most valuable resource - our people.

The Personnel Support (Pers Spt) officers are at the core of RAF capability, supporting our personnel and their families in order to achieve the RAF's mission. The extensive range of capabilities delivered by this highly professional specialisation offers a rich and varied career. Pers Spt officers have one of the most diverse portfolios of any branch in the Royal Air Force. To ensure the Service operates at the cutting edge, there is a continuing need to provide the very best HR, welfare and morale support to our personnel. Our Pers Spt officers are at the forefront of this work and continuously demonstrate a level of expertise which is both hugely impressive and greatly valued by the Service senior leadership. Pers Spt officers are engaged in a wide variety of roles in direct support of operations, both overseas and from the home base. That means you will find Pers Spt officers leading and managing essential support services on permanent Royal Air Force bases, known as stations, and on operations around the world. Within your first few years you can expect to be detached overseas, for anything from a few days to several months. To provide a fresh challenge and enable you to develop your skills you will normally change jobs, known as posts or appointments, every 3-5 years. Pers Spt officers have worked in all the recent operational theatres, offering an essential service on combat operations and in support of the humanitarian effort by international organisations. Typical roles include: Human Resource Management, Facilities and Estate Management, Accounting and Finance, Media and Communication, delivering Personal Support (Welfare) to RAF Families and Recruiting and Selection.

Initial Officer Training

RAF officers begin their career by completing Modular Initial Officer Training Course (M)IOT at the RAF College Cranwell in Lincolnshire. You will complete a challenging modular 24-week course, split into 4 distinct terms designed to develop your robustness, fitness, leadership and academic skills through a number of indoor and outdoor exercises across the UK.

Specialist Training

After (M)IOT you will be posted directly to your first unit where you will receive your specialist professional training course delivered 100% remotely by the Defence School of Personnel Administration, Worthy Down, near Winchester. The training is scenario-based and covers the HR officer's role on a RAF station and on operations developing your knowledge and skills to support you in your first tour. To ensure that the 5-week training course keeps up to date with what the Service requires it is constantly evolving but focuses primarily on the management of personnel and finance.

Foundation Tour

Your first tour will likely be as a Station Adjutant on a RAF station providing direct support to the Station Commander with the day-to-day running of the base, or as a Visits and Protocol Officer responsible for the organisation and management of Station visits, and high-profile public relation activities. In some cases, and depending on previous experience, you could be appointed to other military HR roles. During this and subsequent tours you could have the opportunity to deploy to almost any location worldwide as the officer with responsibility for personnel and financial matters supporting an operational or Exercise task.

ENTRY REQUIREMENTS

Personnel Support Officer

Age: 17½ - 47*

*Must have entered IOT before 48th birthday.

Qualifications:

You will need a minimum of 5 GCSEs (or acceptable equivalents) at a minimum of Grade C (Grade 4 to 5 with effect from Aug 17), including English Language and Mathematics or Scottish National 5 (Grades A – C) in 5 subjects including English Language and Mathematics.

In addition, two A2 Levels / three Highers at grade C or above (excluding General Studies, Critical thinking and Citizenship Studies), which must total a minimum of 64 UCAS points.

Alternatively, if you hold a UK degree at Grade 2:2 or higher (or acceptable alternative), you only need English Language and Mathematics GCSEs at a minimum of Grade C (Grade 4 to 5 with effect from Aug 17) or Scottish National 5 (Grade A – C) in English Language and Mathematics.

Your Career Prospects

You will join the RAF on an Initial Commission of 12 years and may be selected to serve on a pension earning commission of 20 years' service or age 40, whichever is the later, during this time. Promotion to the rank of Flight Lieutenant is on a time served/satisfactory service basis after 3½ years from completing (M)IOT. Further promotion to Squadron Leader and above is by competitive selection.

Ongoing Development

As part of the Personnel Branch, and subject to meeting current in-Service medical standards, and where appropriate suitability vetting requirements, military HR officers have extensive opportunities for further professional development throughout your career. You will be able to choose to develop your qualifications which recognise your transferrable skills through accreditation of your training and experience against a range of Higher Education qualifications from Foundation Degree level to Masters. Furthermore, the RAF will encourage you to develop your leadership and management skills through a series of residential and distance-learning courses that are common to all officer branches. Much of the training you will receive is accredited or recognised by a wide range of professional bodies, including the Chartered Institute of Personnel and Development.

Transferable Skills

The skills and experience you gain throughout your career could provide entry routes for a number of civilian jobs, including consultant, project manager, change manager, university administrator, bursar, human resource manager, school business manager, facilities manager, marketing and media consultant and roles within the financial sector.

Residency:

Whether or not you were born in the United Kingdom, you should have resided there for the 5 years immediately preceding your application, but candidates with a minimum of 3 years will be considered.

Nationality:

You must be a citizen of the United Kingdom or the Republic of Ireland, holder of dual UK/other nationality or have been a Commonwealth citizen since birth.

Pay:

For current information visit:
<https://www.raf.mod.uk/recruitment/roles/roles-finder/personnel-support/personnel-support-officer>

Selection:

You will be invited to the Officer and Aircrew Selection Centre (OASC) at RAF College Cranwell for the one-day selection process where we will assess your potential for training.

A Modern Force:

The RAF recognises the value of a person's ability no matter their ethnicity, social background, religion or belief, gender identity, sexual orientation or marital status/civil partnership.

To register your interest in this role online:

<https://www.raf.mod.uk/recruitment/roles/roles-finder/personnel-support/personnel-support-officer>

or

Telephone:

0345 605 5555

This information was last updated on 05 Aug 21 but may have changed since. If you have any queries, please check with RAF Staff at any Armed Forces Careers Office.

Search online for other branches both Regular and Reserve

<https://www.raf.mod.uk/recruitment>



**NO
ORDINARY
JOB**