**Terms Of Reference: RSAF EWFT Mission Planning Coordinator**

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| **Role Purpose (Position & Scope)** |
| The Mission Planning Coordinator (MPC) is a function within RSAF EWFT that assists crews with daily mission planning tasks and is responsible for both the Flt Ops elements of deployed operations within KSA and the keystone Spears of Victory exercise. Externally the MPC is an RSAF facing role requiring presence at pre-deployment meetings, briefings and planning conferences to agree, plan and publish core planning information. Internally the MPC supplies completed planning data in time for kick off meetings of each Flt Ops deployment planning cycle, provide sufficient detail to C604 crews (to include generating sortie products), ops control and engineering to enable effective delivery of the RSAF EWFT Contract. The role will also include the requirement to deliver EW Refresher and Observer briefings at deployed operating bases (DOB).  Special Considerations  The headcount is 2 FTE, working in conjunction and alongside the individual Saudi National Draken/RSAF MOB Liaison Officers (MOBLOs). |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| EW Delivery Manager | SBP/SBEWO | Nil | Nil |

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| **Key Responsibilities** |
| * From the RSAF Semi-Annual Plan (SAP) allocate MPC support for deployed periods. * At least 8 weeks in advance of deployed periods, collate customer tasking requirements and squadron POCs. * Establish RSAF POCs for every DOB through the MOBLOs. * In company with the MOBLOs, maintain a central repository of RSAF DOB specific document sets (IFGs, LOPs etc). * Work closely with MOBLOs, Ops Control and Programs in the coordination, planning and execution of C604 deployments to deployed operating bases in KSA. * Prepare and deliver Refresher and Observer briefings at DOBs. * During and post deployments, consult with aircrew, engineering and Ops Control to collate the PXR (RSAF and PC requirement) and a separate internal LIs document so these may be applied into subsequent deployment planning processes. * Generate sortie products for crews (line up & affiliation cards, mission profiles etc). * Conduct sortie pre-mission briefings with C604 Captain and EWO. * Maintain a close and effective working relationship with the PC, BAE Systems Arabian Industries (BAES AI). * Consider in detail the requirement for KSA national jamming approvals and constraints, target sets, EW data, and the achievable mission cycle. * Maintain a full understanding of the limitations and span of the RSAF EWFT contract through liaison with the EW Delivery Manager. * Ensure all plans enable contractually and financially compliant delivery. * Maintain a knowledge of RSAF operating documents and procedures eg AWDP. * Consult with SBP/SBEWO if specific information is required on aircraft performance or EW tactics. * Operate in accordance relevant company Operations Manuals. * Maintain and actively promote a safety-first approach. * Utilise Company procedures to report non-compliance, safety, SHE and security matters in a timely fashion. * Attend and contribute to routine Flt Ops meetings as required by the EW Delivery Manager. * Attend all company training and briefing sessions as required. * Undertake any other duties that are reasonably requested by Draken KSA management within the capability of the incumbent. * Uphold the Draken Vision, Mission, Customer Promise, and Core Values and Principles. |

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| **Core Competencies** | | |
| Personal Skills/Abilities | | * A focus on customer and consumer requirements to ensure consistency and excellence in service delivery. * Ability to communicate effectively with internal and external stakeholders. * Ability to work within a demanding regulatory structure, with supervision at range and ensure consistent aviation safety compliance. * Ability to prioritise effectively. * Strong organisational and time management skills * Strong leadership, organisational and time management skills. * High level of personal and professional integrity. |
| Educational/Vocational Qualifications | | * Suitably qualified, experienced and knowledgeable in EW matters to be credible to the RSAF in KSA. * Ex-military FJ/ISTAR front or rear crew aircrew with a ‘post-graduate’ qualification eg Mission Cdr, QWI, IP, IWSO, TD, WC, EWI (desirable). * RSAF EWO course (desirable). |
| Experience and Knowledge | * The MPC must have RAF or RSAF Officer and staff work experience or have had line management experience of small multi-functional teams. * Essential to have been RAF or RSAF front line aircrew with experience in either the tactical employment of EW/ECM, or specialist EW duties in support of the RSAF. (FJ Pilot or WSO, E3 TD or weapons controller. * Sound knowledge of the principles and practical experience of EW. * Ideally, demonstrable experience of leading or controlling COMAOs/LFEs or formations of aircraft. * Ideally, knowledge in depth of aircraft defensive aids systems and experience of radar and communications jamming. * Background knowledge of regional air, ground and surface threat and weapons systems and their typical radar modes of operation, tactics and EPM features. * Examples of current EW techniques and equipment. * Techniques and tactics for creating a representative EA training environment. * English language at a minimum of IELTS 6.5 * Reasonable level of competence with the suite of Microsoft Office tools. | |

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| **Key Measures** |
| * Safe, compliant and effective operational planning coordination to the RSAF EWFT program. * Strong customer focus and healthy customer relationships. * Timely completion of post-exercise/LI reports for management and aircrew. * No security breaches within span of control. * Consistent support to the management team to enable timely delivery of deployment planning process. * No complaints from BAES AI, deployment crews or liaison officers about quality or content. |

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| **Training Requirements** |
| **Training**   * C604 (tactical employment). * Ac Performance requirements (route planning). * RSAF EWFT SSoW contractual requirements. * SMS (detachment risk assessment / LERP process). * Electronic Warfare (EW) capabilities-complete an RSAF EWFT IEW. * C604 Ops Manuals (regulations) * Detachment planning and site survey requirements * Applicable RSAF regulatory frameworks and documents e.g. AWDP, LOPs |

Job Holder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_