

# **NATO Chief, Lessons Learned Position Description**

<b>Rank/Pay Grade:</b> CDR/O5 (-/+)
<b>Position Title:</b> NATO Chief, Lessons Learned
<b>Corps/Rating:</b> 21XX; Navy Medical Corps
<b>Command:</b> NATO Centre of Excellence for Military Medicine (MILMED COE)
<b>Location:</b> NATO Centre of Excellence for Military Medicine (MILMED COE), Budapest, Hungary

## **DETAILED POSITION DESCRIPTION**

### **Purpose**

The Centre of Excellence for Military Medicine (MILMED COE) is a state-of-the-art knowledge centre and serves as a generator for and a primary source of expertise of NATO's military medical community in relevant aspects of medical support to operations. The Lessons Learned branch provides a central repository for Observations, Lessons Identified (LI), Lessons Learned (LL) and Best Practices and coordinates the processing, review and tasking of the input. Additional tasks include the creation and upkeep of a NATO Medical Knowledge Management System and acting as a Point of Coordination for advances in the development of international, military related Trauma and Disease Registries. The Incumbent provides the voice of the Centre at various NATO Medical Working Groups and Panels and is responsible for successful execution of the branch mission, tasks and for control, co-ordination and efficient functioning of his/her branch.

### **Duties and Responsibilities**

1. Responsible to Deputy Director for proper control, coordination and efficient functioning of Lessons Learned branch.
2. Overall day-to-day management of the Lessons Learned branch.
3. Submitting in timely manner, proposals to the drafts of the budget and POW, as well as a midterm financial plan for five following years to the Deputy Director.
4. Maintaining liaison with Joint Analysis and Lessons Learned Centre (JALLC), especially with regard to maintaining of NATO and MILMED COE Lessons Learned databases.
5. Reporting to and informing the Deputy Director of all matters that need his/her attention or when so requested.
6. Coordinating with his/her subordinated staffs on the execution of the POW and implementation of the budget.
7. Contributing to internal working groups for efficient implementation of the POW and optimizing implementation of other tasks of the NATO MILMED COE.

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8. Coordinating within the branch the processing of any tasking requests from MILMED COE Directorate.
9. Extracting material of medical health care support from military and civil publications and other documents and recommending incorporation into military medical documents and policy when appropriate.
10. Facilitating collection and analysis of observations.
11. Supporting the components of the Medical Lessons Learned process
12. Furtherance incorporation of the latest Lessons Learned into concepts and doctrine in co-operation with Interoperability branch.
13. Exercising leadership inside the LL branch with regard to personnel.
14. Cooperating with other MILMED COE branches and personnel in preparation, finalization and submission of tasks within the MILMED COE.
15. Enhancing the partnership with NATO member and NATO partner nation's military medical systems and other outside entities.

### **Additional Duties:**

1. The incumbent may be required to perform other duties as may be directed, albeit in a different organizational element, to that which the individual normally undertakes.
2. The incumbent may be required to undertake work as part of a project team or working group as directed or assigned.
3. The incumbent may be required to undertake operational deployments and/or TDY assignments both within and without NATO's boundaries.

### **Supervisory Duties:**

1. Direct supervision of one or more people, including provision of professional guidance and instruction to the team. Provides guidance to the Staff of the Lessons Learned branch within the assigned area.
2. There are first line reporting responsibilities for the following staffs: Lessons Identified SO1, SO2 and SO3, Analysis SO1 and SO2, Quality Management SO1 and SO2 and branch administrator.

### **Supervision and Guidance**

Reports to the MILMED COE Deputy Director.

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## **Contact with Others**

The NATO Chief, Lessons Learned interacts with other organizations within NATO MILMED COE.

## **EVALUATION FACTORS**

### **Knowledge, Skills and Abilities (KSAs):**

1. Ability to successfully meet the professional requirements of the PE Duties with broad experiential background in the military medical field.
2. Ability to work well with both military and civilian staff in an international environment.

## **Professional Experience**

### **Mandatory Experience**

1. Military staff experience at national level
2. 8 years military medicine related experience

\*\*The officer must be eligible for the 68M Global Health Specialist Additional Qualification Designator and Global Health Specialist Program Professional Tier \*\*

### **Desirable Experience**

1. Previous NATO Staff experience
2. Knowledge of NATO organization, policy, doctrines and operations
3. Experience as senior medical officer or as a medical director in combined joint operations

## **Education and Training**

### **Required Training:**

1. University degree in medicine
2. National Military Staff College
3. M5-32 NATO Staff Officer Orientation Course

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## **Recommended/Desirable Training:**

1. International Health Specialist Orientation Course
2. Advanced Medical degree.
3. NATO Defence College Senior Course
4. M 9-85 Joint Medical Planner Course
5. M 9-88 Major Incident Medical Management and Support (MIMMS) Course.

## **Special Attributes Required**

**Security Clearance:** NATO Secret

**Specialty/Subspecialties:** None