

TERMS OF REFERENCE: DES SHIPS–COO–CHANGE–SO3

Introduction

1. Director General Ships (DG Ships) is responsible to the Front Line Commands (FLCs) for delivering In-Service Support (ISS) and acquisition programmes for a myriad of Surface and Sub-Surface platforms across Defence. DE&S achieves this through a network of dedicated professionals both within DE&S and externally through partners in industry and the wider MOD.
2. The COO-Change-SO3 function resides within the Ships Domain HQ within DE&S. The Ships Domain has over 1000 staff and is responsible for equipping the RN and RFA with battle winning equipment. It also provides support to other TLBs such as DNO, the SDA and UK Strategic Command.

Purpose

2. Primary Purpose. The post holder is to be Lieutenant or Lieutenant Commander rank (OF2/3 of any specialisation) and will assume the role of 'COO-Change-SO3' and will be responsible for the following:
 - a. Work to and provide support and assistance as required by COO-CIPO-Change-SO1 (referred to in this document as the 'Team Leader').
 - b. On behalf of the Team Leader, lead the small Ships Front Door team to ensure that professional support, services and advice is maintained for the benefit of Navy Command (the Domain's principal customer).
 - c. Act as the 'Front Door' for the Maritime Customer's Options, Urgent Capability Requests (UCRs), Formal Change Requests (FCRs) and Initial Look Requests (ILRs) that seek to change the agreed Programme of Work. Resolve conflicts in priority as they arise and oversee the effective processing of all assured returns.
 - d. Manage the Ships Domain change implementation process, assessing the continued validity of change proposals before initiating amendment action and updating management tools (including the ABC Tracker) in response to customer Implementation Notes.
 - e. Prioritise the Ships Domain Programme of Work in consultation with NC, ensuring the enterprise reallocates its limited resources accordingly and advising the Customer of potential conflict or shortfalls.
 - f. Represent the Team Leader during absence or as required.
 - g. Act as the interface between NC and the DE&S Delivery Teams (DTs) to ensure a professional and effective service is always provided.
3. Secondary Purposes.
 - a. Coordinate and chair weekly Change Request Progress Review meetings with Ships Domain DTs.
 - b. Provide draft documentation and other administration as required by the Team Leader.

- c. Act as the Line Manager and 1RO to the Ships Front Door staff. This will encompass the Line Management of Civil Servant appropriate to the grade and any 'holdover' Officers temporarily loaned to the team.
- d. Ensure all documentation is uploaded to Ships Front Door SharePoint site for future reference.
- e. Liaise with the other DE&S Front Door teams within the other domains, sharing good practice and coordinating responses to pan-DE&S requirements.
- f. Attend relevant meetings and briefs as required of the TORs and as detailed by SO1.

Accountability

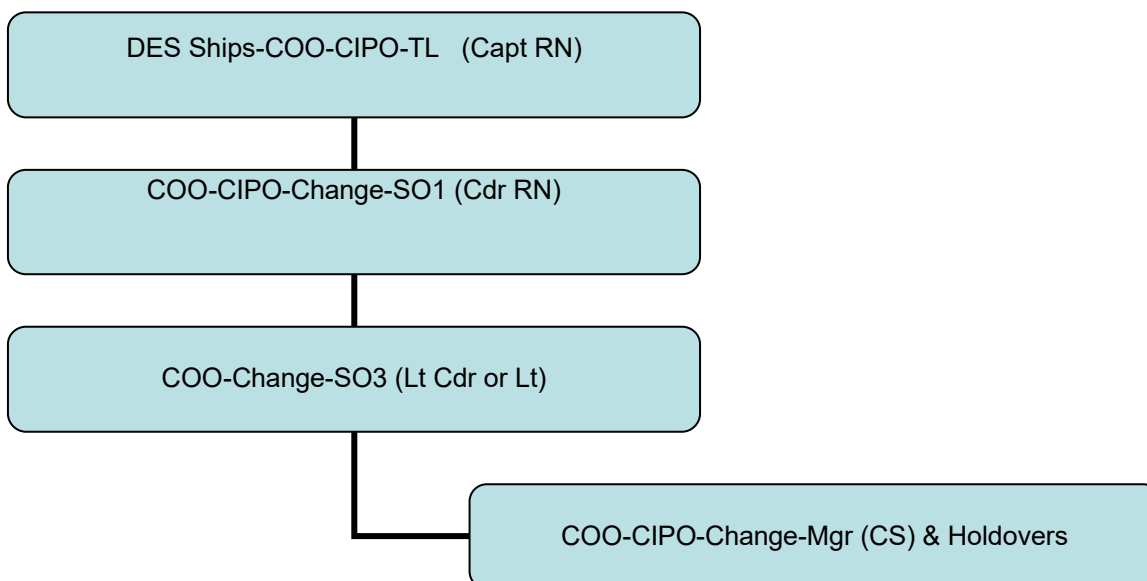
- 4. COO-Change-SO3 is accountable to COO-CIPO-Change-SO1 for the delivery of his/her outputs.

Authority

- 5. With exception of the SO1, COO-Change-SO3 has authority over those operating within the Ships Front Door and is authorised to liaise with appropriate authorities within DE&S, NC, other Services and the wider MoD in pursuance of their purposes, keeping the Team Leader informed as required.

Organisation

- 6. COO-Change-SO3 Divisional Structure is:



Competencies

- 7. The post holder would benefit from the following competences:
 - a. Working together (knowledge of DE&S would be beneficial but not essential).
 - b. Proven Leadership Skills.
 - b. Communicating and Influencing.

- c. Improvement and Change.
- d. Planning and managing resources to deliver business results.
- e. Analyzing and using Evidence.

Presentations

8. The post holder will receive (and where appropriate remain in date for) the following presentations:

- a. DE&S Induction Training (organized as soon as possible on joining).
- b. Drug and Alcohol Awareness.
- c. Security (Documentary, Physical and IT).

9. The post holder should be competent in the following:

- a. Use of MODNET.
- b. Use of Word and Excel.

Name/Rank: Lt/Lt Cdr RN

Name/Rank: Cdr RN

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Signature of Post Holder

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Signature of Reporting Officer

Date:

Date: