

## **TERMS OF REFERENCE – M2 Defence Trainer Supervisor Electrical**

**Organisation:** Defence School of Marine Engineering (DSMarE)

**Department:** Marine Engineering Department

**Post:** M2 DTS MEL

**Rank:** LT

### **Responsibilities**

1. Provision of assessment, coaching and development of all MoD and Service trainers employed within M2 MEL Section.
2. Management of DTTTv2 WpTT portfolio and Continuing Professional Development (CPD) of all defence trainers (MoD IOs and Service) employed within M2 MEL Section.
3. In accordance QRRN's and BR3, act as Divisional Officer and 1<sup>st</sup> Reporting Officer to the incumbent of the M2 DTM MEL post and 2<sup>nd</sup> Reporting Officer to all CPOs assigned to M2 MEL Section.
4. Act as functional line manager for all MoD, Service and civilian contracted instructors employed within the M2 MEL Section, providing oversight of their employment to ensure the safe delivery of all allocated professional and technical training.
5. Generate, issue and review (annually) ToR for all M2 MEL personnel.
6. Ensure that examination questions are compiled and marked in accordance with the appropriate ASpec and that examination results are submitted to the Examination Cell in accordance with TSOPs.
7. Monitor loading of staff to ensure the complement is adequate for its purpose.
8. Ensure that instructors are acquainted with technical developments in the fields for which they are responsible, including all new and extant S2022A, and that training change proposals are submitted to address any developments that affect course content.
9. Conduct course Introductions and Post Course Discussions.
10. Act as Officer of the Day (OOD) or Duty Commanding Officer (DCO) i.a.w. SULSOs and undertake Establishment duties as required.
11. Carry out tasks and comply with the assigned priorities of work as required by the DSMarE Management Plan and DSMarE TSOPs.
12. Deputise for M2 Group Senior Engineer as appropriate.
13. Co-ordinate all visits to the M2 MEL Section, submitting VISITEMs to HMS SULTAN's XO for guests invited under M2 MEL Section business.
14. Act as a Staff MEO for SEMC Machinery Integration 'Duty Watch' Exercises.
15. Foster Section esprit de corps through reward and recognition and through support of or participation in 'whole ship' activities, including DSMarE coffee mornings and sporting events.
16. Generate responses to S3018s raised against training delivered by the M2 MEL Section for review by the M2 SE before they are released from DSMarE.

17. Ensure that all machinery in the M2 MEL Section is correctly maintained, and that this maintenance is correctly recorded, in accordance with the Maintenance Management System. Any deficiencies must preclude continued use unless supported by an adequate and specific Risk Assessment.
18. Ensure that all defects on any machinery in the M2 MEL Section are correctly recorded and that the repair is appropriately managed. Ensure that all equipment that is unsafe to be operated is adequately isolated and this isolation is controlled such that the equipment can not be energised or run inadvertently or inappropriately. Generate and manage M2 MEL equipment OPDEFs for review and approval by M2 SE.
19. Ensure that all machinery in the M2 MEL Section is correctly and safely operated only by competent persons or under appropriate supervision as detailed by DSMarE's SSoT.
20. Generate Training Equipment Proposals / Business Cases to replace existing obsolete or inadequate training equipment such that equipment held by the Section remains current and appropriate to deliver existing SOTR requirements.
21. Generate PERREQ / OPDEF emails for review and approval by M2 SE and manage instructor gaps within the M2 MEL Section, liaising with DSMarE XO to highlight future manpower deficiencies.
22. Advise SOMP of any programmed training that can not be supported.

### **Authority**

23. Authorise PTW, TagOuts, or any other appropriate and approved SSoW, for tasks being undertaken in support of M2 MEL Section activities.
24. Approve Risk Assessments for tasks being undertaken in support of M2 MEL Section activities.
25. Authorise Travel, by the cheapest method, for all M2 MEL personnel travelling for official reasons.
26. Represent DSMarE at TWGs to provide SME and TDA advice towards the design and implementation of new courses.
27. Represent the M2 Group at pan-Sultan training committees.
28. Authorise and submit applications for expenditure of public funds against improvements in the M2 MEL Section.
29. Liaise directly with FTO and Training Development to provide SME and TDA advice towards the design and implementation of new courses.
30. Liaise directly with DES, representing DSMarE, on M2 MEL equipment support issues but do not offer or agree any contractual obligation, commitment or liability.
31. Submit training change requests to ensure course material remains current and accurate.
32. Release emails, to addressees of a rank no higher than SO3 in external agencies, regarding official M2 MEL business.
33. Release correspondence (letters and emails), under own signatory, representing the M2 MEL Section, to addressees of a rank no higher than SO3 in external agencies. All correspondence is to be managed iaw TSOPs and extant official DSMarE guidance.

**Reporting Chain**

34. DSMarE M2 DTS MEL's reporting chain is:
- a. First Reporting Officer: DSMarE XO
  - b. Second Reporting Officer: Cdr ME

**Specific Tasks**

35. Under the direction of M2 SE, undertake the following specific tasks:
- a.

**Signature (1RO):**

**Date:**

**Name:**

**Rank:**

**Post:**

I acknowledge receipt of these TOR and understand their content and my responsibilities.

**Signature (Post Holder):**

**Date:**

**Name:**

**Rank:**

**Post:**