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| **Part A — Post Details** | | | | | |
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| **Post Title & Team: DEFENCE DIGITAL NWD DIMHS COMPUTER OPERATOR** |  | | | | |
| **HRMS or JPA Position Nos:** |  | | | | |
| **Grade / Rank: LH/CPL/LCPL/SAC** |  | | | | |
| **Security Clearance for Post: DV, STRAP3 (Sensitive Post Check)** |  | | | | |
| **Location: NJSC NORTHWOOD HQ** |  | | | | |
| **Line Manager’s Name: CPO(OPS)** |  | | | | |
| **Countersigning Officer’s Name: OIC NJSC** |  | | | | |
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| **Part B — Background & Organisation** | | | | | |
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| **Job purpose – description, highlighting key subject areas:** | | | | | |
| **Primary Role(s):**   1. To act as Computer Operator for the DIMHS Network 2. To act as Ship Room Supervisor   **Secondary Role(s):**   1. To recognise, apply and promote the core Values and Behaviours of Defence Digital. | | | | | |
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| **Organisation – description of function and / or organisation chart:** | | | | | |
| AS REGIONAL  MANAGER  PLYMOUTH  Note :   1. During the absence of the OIC NJSC, The CPO OPS will have functional control over all NJSC Staff. 2. NSTN/DIMHS Network Sysman is directly accountable to Regional Manager for all NSTN Duties   DIMHS WATCHES  NSTN/DIMHS NETWORKS SYSMAN  \*Note 2  DIMHS  SUPERVISOR  DIMHS  DBM  NJSC COMMCEN ADMIN/NSSYA  NJSC  CPO (OPS)  DIMHS  SYSSEC  OIC  NJSC  ASSISTANT HD OF MESSAGING | | | | | |
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| **Part C — Responsibilities** | | | | | |
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| **Key responsibilities** | | | | | |
| **Principal Tasks:**   1. Conduct daily House Keeping Operations on the DIMHS HP NonStop Server in accordance with the Computer Operating Instructions. 2. Maintain the integrity of all accountable magnetic media held within the Defence Digital NJSC computer cage. 3. Account for all accountable magnetic media at the start of each watch. 4. Advise the Watch Supervisor, System Manager and the CPO OPS of any difficulties, anomalies and defects affecting the operation of the DIMHS HP NonStop Server. 5. Supervise midnight finals ensuring circuit records, documents and fair files are correctly filed/stored and accounted for. 6. Conduct watch communications training as directed by the Watch Supervisor. 7. Report any persistent user violations to the Defence Digital DIMHS Networks System Security Officer. 8. Comply with all current Standing Operator Procedures and/or Memo’s   **Secondary Tasks:**   1. Maintain the efficient and correct operation of all aspects of Defence Digital DIMHS message Handling. 2. Carry out a thorough check of all Pool schedulers and device lists at the beginning of his/her watch. 3. Conduct hourly checks of all Pool schedulers to ensure correct message flow. 4. Impose diversions, traffic blocks, conduct schedules as required throughout the period of the watch 5. Liaise with Watch Supervisors on all matters affecting message flow/handling, including system defects, outages, anomalies and hardware problems. 6. Ensure that all outstanding prompts are dealt with prior to signing off the system. 7. Advise the Watch Supervisor of any precedence traffic on queue for closed stations. 8. Advise the Watch Supervisor of any circuit outages or failures to ensure connectivity or continuity after periods of no use. Inform them of any other outages of difficulties. 9. Supervise and assist personnel employed on Corrector duties. 10. Approve all service action taken and refer to Watch Supervisor prior to transmission. 11. Supervise ratings employed on circuit engineering duties. 12. Report defects to the helpdesk and inform the Watch supervisor of outstanding/current defects 13. Supervise the timely filling of BID equipment’s at keymat changeovers and ensure refills are conducted as required 14. Comply with all current Standing Operator Procedures and/or Memo’s | | | | | |
| **Authority** *(eg line management, project, etc)* | | | | | |
| 1. The DIMHS Computer Operator is authorised to liaise with internal and external authorities as necessary to fulfil his/her purpose. 2. The DIMHS Computer Operator is accountable to the RSOTW and CPO(OPS) DIMHS for his/her primary and secondary purposes. | | | | | |
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| **Part D — Skills & Knowledge Profile** | | | | | |
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| **Core Competencies – required background experience and attributes:**  **\**Mark Selection with X***  **Essential** | | | | | |
| ***Essential:***   |  |  |  |  | | --- | --- | --- | --- | | **Seeing the Big Picture** |  | **Building Capability for All** |  | | **Changing and Improving** |  | **Achieving Commercial Outcomes** |  | | **Making Effective Decisions** | **x** | **Delivering Value for Money** |  | | **Leading and Communicating** |  | **Managing a Quality Service** | **x** | | **Collaborating and Partnering** | **x** | **Delivering at Pace** | **x** | | | | | | |
|
| ***Desirable*:**   |  |  |  |  | | --- | --- | --- | --- | | **Seeing the Big Picture** |  | **Building Capability for All** |  | | **Changing and Improving** |  | **Achieving Commercial outcomes** |  | | **Making Effective Decisions** |  | **Delivering Value for Money** |  | | **Leading and Communicating** | **x** | **Managing a Quality Service** |  | | **Collaborating and Partnering** |  | **Delivering at Pace** |  | | | | | | |
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| **Functional Competencies:** | | | | | |
| *Essential :* See HRMS Functional competencies post Profile |  | | | | |
|  |  | | | | |
| *Desirable :* |  | | | | |
| **Professional / External Qualifications:** | | | | | |
| *Essential :* As in HRMS post profile (if applicable) |  | | | | |
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| *Desirable :* |  | | | | |
| **Learning & Development:** | | | | | |
| *Pre-joining Essential :* DV(SPC) | |  | | | |
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| *Pre-joining Desirable:* GENOP and COMPOP Training | |  | | | |
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| *Post Joining :* GENOP and COMPOP Training | |  | | | |
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| **Part E — Additional Requirements** | | | | | |
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| **Health & Safety:** | | | | | |
| Post holder must be fully acquainted with the Establishment’s Health & Safety and Environmental Protection Regulations and procedures at Northwood and complete all mandatory training. | | | | | |
| **Equality & Diversity:** | | | | | |
| Post holder must adhere to the Defence Digital Equality & Diversity Policy and complete all mandatory training. | | | | | |
| **Learning & Development:** | | | | | |
| Post holder is responsible for ensuring that his/her training needs are identified and agreed with his/her line manager and reviewed at 6-monthly intervals. Post holder must ensure that all Defence Digital mandatory training is completed. | | | | | |
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| **Part F — Signatures** | | | | | |
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| **Post holder:** | | | | | |
| *Name:* |  | | | | |
| *Signature:* |
|  |  | | | | |
| **Line Manager:** | | | | | |
| *Name:* |  | | | | |
| *Signature:* |  | | | | |
|  |  | | | | |
| **Date agreed:** |  | | | | |
| **Date for review:** |  | | | | + 12 months |