

Issue Date: 9 Feb 21

Review Date: 9 Feb 22

## **TERMS OF REFERENCE FOR COMMANDANT'S EA**

Post Holder:

Full Title: Commandant's Executive Assistant

Short Title: EA

### **Part 1: Job Summary**

#### **PURPOSES**

##### **1. Primary Purpose.**

The Commandant's Executive Assistant's (EA) primary purpose is to act as the personal staff officer to the Commandant and support him in all aspects of his military role as the Commanding Officer of CTCRM.

##### **2. Secondary Purposes.**

- a. To support the HQ in an executive function.
- b. To be the Mess Fund Representative on the Officers' Mess Committee.
- c. To be the line manager to the Commandant's Personal Assistant.

#### **ACCOUNTABILITY**

2. The Commandant's EA's is accountable to the Commandant for all purposes and tasks. The Commandant's EA's 1RO is the Commandant CTCRM, there is no 2RO.

#### **AUTHORITY**

3. The Commandant's EA has the authority to:

- a. Manage the Commandant's work schedule.
- b. Send, respond to and manage routine correspondence on behalf of the Commandant.
- c. Act on behalf of the Commandant with respect to routine and minor policy matters.
- d. Prepare visit programmes and packs for the Commandant.
- e. Prepare briefs, presentations and packs on behalf of the Commandant in preparation for meetings and visits.

#### **TASKS**

4. The post holder is to carry out the following tasks:

- a. Act as Officers' Mess Fund Manager to include:
  - (1) Liaison with Commanding Officer Support Wing (President of the Mess Committee), Mess Manager, Mess Accountant and Central Bank, regarding Mess Funds.

- (2) Act as authorising Officer for release of Mess Funds.
- (3) Advise the Mess Committee on Mess Fund matters.
- b. Act as Hospitality Fund Manager and run the Hospitality Log (online).
- c. Act as Commandant's Presentation Fund Manager.
- d. Organise and deliver the King's Squad Pass Out VIP Programme, including:
  - (1) Make initial contact with possible KSPO Inspecting Officers as directed by the Commandant.
  - (2) Prepare KSPO Inspecting Officers' briefs.
  - (3) Coordinate the administrative aspects of KSPO Inspecting Officers and VIPs.
  - (4) Host the KSPO VIP Party as directed by the Commandant.
  - (5) Liaise with Navy Finance for 1199 funding of KSPOs.
- e. The Commandant EA is authorised to:
  - (1) Act on behalf of the Commandant on routine and minor policy matters.
  - (2) Sign routine letters on behalf of the Commandant.
  - (3) Conduct routine JPA admin on behalf of the Commandant.
- f. Maintain the Unit Diary, keeping it updated with all Unit activities and visits and present the Unit Diary at the Weekly Unit Meeting.
- g. Manage the Corporate Communication Cell in the absence of the SO3. Task include;
  - (1) Create and post twitter content.
  - (2) Deal with unit level media enquiries including lines to take and external / internal press management.
  - (3) Plan and execute all visits across CTCRM.

## **ESTABLISHMENT DUTIES**

- 5. The post holder will carry out the following establishment duties:
  - a. The Commandant's EA is the line manager and Reporting Officer for the Commandant's Personal Assistant.
  - b. The Commandant's EA has functional authority over the Commandant's driver to manage the Commandant's transport requirements.
  - c. The Commandant's EA has functional authority over the Commandant's House Manager to manage the Commandant's uniform, hosting and official residence requirements.

## COMPETENCIES

6. The post holder is to complete

|                               | <b>COURSE REFERENCE</b> | <b>SKILL LEVEL (ADV/INT/BASIC)</b> |
|-------------------------------|-------------------------|------------------------------------|
| Civilian Line Managers Course | LMiD (M3)               | BASIC                              |

### Part 2: Key Change Objectives

(To be agreed between employee and Line Manager annually or on taking up the post)

1. During the next 12 months, the post holder is to direct efforts to achieve their primary and secondary purposes, with the following specific targets:

- a. To lead the Corporate Communications Cell for CTCRM. To coordinate all media projects. To lead Defence Engagement in CTC including 4\* / 3\* visits. To manage and reinvigorate the unit's twitter account.
- b. To act as a dedicated coach and mentor to AIB candidates at CTC. To guide potential candidates through the AIB process, specifically concentrating on interview technique, RN general knowledge and potential Logistics Officers.
- c. To contribute to the Officers' Mess by managing the Officers' Mess funds and sit on the committee. To play an active role in improving facilities for inliers including utility rooms and kitchen units.
- d. To Line Manage the PA and manage the Commandants Outer Office efficiently. Ensuring that the PA is supported so that she can perform her primary role in managing the Commandants diary.
- e. To promote an inclusive environment to all military and civilian personnel in the unit.

Signature of Job Holder

Signature of Line Manager

Date:

Date: