

# ROYAL NAVAL AIR ENGINEERING & SURVIVAL EQUIPMENT SCHOOL

## TERMS OF REFERENCE

**LOCATION:** HMS SULTAN **UNIT:** RNAESS

**POST:** RNAESS Deputy Quality Manager **RANK/GRADE:** OF2 Preferred (OR8-9 acceptable)

**DATE TORs LAST REVIEWED:** 20 MAY 21 **JPA POSITION:** DSAT QA3 RNAESS/1764671 (JPA)

**HRMS:** -

### ORGANISATION

- 1. DSAE MISSION:** *To train and educate aeronautical engineers and technicians in order to meet the requirements of Defence, and trainees, now and into the future.*
- 2. DSAE VISION:** *A transformed DSAE, as an engineering academy across Defence and industry, of national renown and international acclaim, that is a more challenging and rewarding place to work and train.*
- 3. HMS SULTAN VISION:** *The home of Air and Marine Engineering developing highly motivated and capable Engineers for the Royal Navy.*
- 4. RNAESS MISSION:** *Modern Professional Training for the FAA's Air Engineer Officers, Technicians and Survival Equipment Ratings.*

### POST HOLDER'S TASKS/RESPONSIBILITIES

- 5. Primary Role.** The Post Holder is responsible to the Assurance and Business Support Head (ABS Hd) for the day to day coordination of the School's QA programme, carrying out audits, coordinating the Auditor provision programme and the professional development of the QA01 and QA03 positions. The post holder is to deputise for the C2 Grade Civil Servant ABS Hd post in their absence.

### POST HOLDER'S SPECIFIC TASKS/RESPONSIBILITIES

Ser No (a)	Tasks and Responsibilities (b)	Estimated % Time (c)
1	Carry out First Party JSP822 DSAT auditing (1PA) of all RNAESS sections with the authority of the Officer Commanding RNAESS.	40
2	Monitor and provide advice on engineering standards and practises across RNAESS through BRd 763 auditing and inspection.	20
3	Conduct assurance of all school LSpecs and associated Risk Assessments.	10
4	Maintain the follow up log and ensure active engagement from RNAESS Staff to close down entries in a timely fashion.	5
5	Record Continuous Improvement activity to improve the efficiency,	5

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	effectiveness and credibility of the school's output delivery.	
6	Maintain and update the QA Department's Audit Forecast spreadsheet and audit records/ paperwork.	5
7	On behalf of the XO; implement Quality Assurance policy and procedures, for training, engineering and safety standards iaw DSAT QS (JSP 822) and JSP 815.	5
8	Ensure that any best practice identified during and audit activity is fully disseminated and reported at the monthly school QA and InVal forums.	5
9	Assist XO, ICTA Hd, ICTS Hd and ABS Hd in facilitating periodic 2PA and Ofsted visits as required.	5

6. **Authority** – The Post Holder is accountable to ABS Hd for undertaking all of the above tasks and is authorised:

- a. Functional authority over all rank subordinates whilst carrying out post requirements.
- b. Liaise with other authorities, organisations and individuals, both service and civilian, within and outside RNAESS as may be necessary to achieve outputs; keeping the ABS Hd informed as appropriate.

## POST HOLDER COMPETENCIES AND TRAINING NEEDS

7. **Security Clearance** The security clearance required for this post is: SC

8. **Required Skills & Knowledge Profile**

### Experience.

**Essential:** General awareness of JSP 822, DSAT Training, Assurance and Audit principals is essential on commencement of the role.

**Highly Desirable:** Assurance (audit, inval, exval, inspection) and defence training practical experience.

**Desirable:** FAA QA management and BrD 763 assurance experience, previous AE/FAA branch employment and/or Training Management specialisation employment.

Core Competencies	Required Background, experience and attributes
Essential ( <i>within 6 months of arrival if not held</i> )	CMS (Fitness Test – unless exempt) NSV Security Clearance HMS SULTAN Induction Information Protecting Information Level 1 Fraud Prevention Dii User Information Skills, Defence Information Management Passport Advanced Level Diversity and Inclusion Training DSE Awareness

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	CMS, Substance Misuse
Highly Desirable	DTTT V2, V3, Ph3 or Ph1-3 Care of Trainees Course (Basic) DTS DSAT(M)
Desirable	ISO9001:2015 Auditor or Lead Auditor Course

### 5. Training Needs<sup>1</sup>

Requirement	Course Title	Frequency (e.g. annually)	Date to complete by
<b>Essential</b>			
	Divisional Officer (RNLA 106)	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>
	TEM 17: FAA QA Management	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>
	TEM 38: FAA Advanced Auditor Skills	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>
	DCTS DSAT 9008: 1 <sup>st</sup> and 2 <sup>nd</sup> Party Auditor	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>
	DCTS DSAT 9006: Internal Validation	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>
<b>Desirable</b>			
	Disclosure and Baring Service (Enhanced)	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>
	Coaching and Motivation Course	<i>Once only</i>	<i>Within 6 months of arrival (if not held)</i>

### 6. Line Management Responsibilities:

- QA3 (OR6-7)
- STC (OR6-7)

### 7. Reporting Chain

**Date of next OJAR / SJAR / PAR:**

**31 Mar 21**

1st Reporting Officer (1RO/LM):

RNAESS ICTA Hd (1RO), ABS Hd (LM)

2<sup>nd</sup> Reporting Officer (2RO/CSO):

OC RNAESS

### 8. Reporting Responsibilities

1st Reporting Officer (1RO/LM):

QA3 and STC

2<sup>nd</sup> Reporting Officer (2RO/CSO):

Nil

### 9. Alternative Working Pattern (AWP)

The opportunity to work an AWP, e.g. Job Share, Part-time working, Part-week home-working is:

Available

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Not Available

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<sup>1</sup> All Civil Servants and Military LMs are to complete all courses detailed in the MoD 'Summary of Mandatory Training'.

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If AWP arrangements are not available, please specify reasons:

DQM post is required to work from the ABS office where practicable, however some desktop review (document audit), audit report writeups and administration can be conducted from home via a MODNET laptop (provided by unit for duration of assignment).

**ADDITIONAL RESPONSIBILITIES**

10. **Diversity and Inclusion.** You are responsible for ensuring that your personal conduct is in accordance with the terms of the MoD Equal Opportunities Directive / RN Diversity and Inclusion policy. In particular you are to ensure that:

- a. Your behaviour and personal conduct are exemplary and that you treat all your colleagues with fairness, decency and respect.
- b. The use of racist or sexist language or the use of inappropriate nicknames ceases.
- c. You foster an environment where personnel feel able to register a complaint.
- d. Any complaints are investigated swiftly and sensitively.
- e. Ensure that your own conduct does not amount to bullying or harassment.
- f. Have the moral courage to challenge inappropriate behaviour.
- g. Be prepared to support those who experience or witness bullying or harassment.

11. **Health and Safety.** In general terms, under the Health & Safety at Work etc Act 1974 (the Act), you are responsible for taking reasonable care for the health, safety and welfare of yourself and others who may be affected by your acts or omissions. You are to comply with the requirements set out in the MOD Health and Safety Manual (JSP375) and all other applicable associated MOD published safety regulations, procedures and conditions.

- a. **Employers / Line Managers** are to note that under the Act, employers have a duty to look at the design and construction of their facilities and the conduct of their undertakings as a whole, to ensure that the safety of their employees and that of others associated with their undertakings and of the general public is not adversely affected by their activities (Sections 2, 3 and 4 of the Act). Most management grades down to junior level are accountable as managers and, therefore, some of the general duties of employers as laid down in Section 2 and 3 of the Act apply to them in relation to their staff and work activities.
- b. **All Employees** are to note that they have a duty to take reasonable care to avoid injury to themselves and to others by their work activities, and to co-operate with employers and others in meeting their statutory requirements (Section 7 of the Act). Also they may not interfere with or misuse anything provided in compliance with the Act, to protect their health, safety or welfare (Section 8 of the Act).

12. **Environmental Protection.** You are responsible for ensuring all personnel within your AOR are aware of their role in protecting the environment in accordance with the Environmental Protection Act 1990, the Environment Act 1995 and associated legislation. You should pay particular attention to

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any local environmental issues and ensure that line managers conduct a significant environmental aspect review annually in accordance with the instructions contained in JSP 418 and report the findings to the Sultan Environmental Protection Adviser.

13. **Business Continuity.** Business Continuity (BC) is a core activity that ensures the School is able to deliver training and is resilient to events that adversely affect the School's infrastructure, information systems and personnel. The RNAESS Business Continuity Plan is detailed in MTS Procedure 1.19, which is authorised by XO RNAESS. You are to make yourself familiar with the immediate response actions you are to take on initiation of the Business Continuity Plan whether during work hours or outside the normal working day.

14. **Memberships**

- RNAESS monthly QA and inval review
- Termly school management meeting

15. **Secondary Duties**

*Nil*

### SIGNATURES

**Line Manager:**

These Terms of Reference are agreed and issued.

Post:

Name:

Signature:

Date:

**Post Holder:**

I acknowledge receipt of and understand the above Terms of Reference. I have also acquainted myself with all applicable Site, MOD and Role specific policy directives and orders as listed at paragraph 6.

Name:

Signature:

Date: