

Issue Date: Jul 21

Review Date: Jul 22

DACOS (PEOPLE SUPPORT)

TERMS OF REFERENCE FOR

ESTABLISHMENT CHIEF PETTY OFFICER (ECPO)

Part 1: Job Summary

PREAMBLE

1. The Home of People Support (Sport, AT, Physical Education) and RN Health and Wellbeing programmes contribute significantly to the development and sustainment of the Moral Component of Operational Capability by delivering individuals who are mentally and physically robust with a high degree of war-fighting spirit; they also make a critical contribution to the maintenance of high morale. HMS TEMERAIRE Executive Department is responsible for the safe, coordinated and smooth running of the establishment and the Fleet facilities for all Service personnel, RN Sports Associations and UK Armed Forces Sports Board mandated events, ensuring that all current security and SHE guidelines, protocols and legislation are adhered to. Running hand in hand with these responsibilities is a mandatory requirement to maintain a Naval Ethos within HMS TEMERAIRE. The Establishment Chief Petty Officer (ECPO) must assist the First Lieutenant to administer all day to day contracts, ensuring compliance with legislation, on behalf of the Commanding Officer HMS TEMERAIRE.

PURPOSE

Primary Purpose

2. The primary purpose of the ECPO within HMS TEMERAIRE is to provide a safe organisation, with a particular focus on being the Building Fire Focal point and the 4Cs Building Coordinator within the Establishment

Duties

3. The ECPO is to:
- a. Be the Building Manager with specific responsibility as the Building Fire and Business Continuity Focal Point and 4Cs Building Coordinator.
 - b. Deputise for the First Lieutenant in his absence.
 - c. Manage the Executive vehicle and be the Authorising Duty Officer (ADO).
 - d. Be Central Fund Treasurer.
 - e. Be the Assistant Security Officer.
 - f. Be Divisional Senior Rate (DSR) for Gym Runners.

- g. Be the AINU (PLR) Holder for Executive Department.
- h. The Establishment Energy Warden.
- j. Be TEM Duty Officer (TDO) Roster Manager.

ACCOUNTABILITY

- 4. ECPO is accountable to the Commanding Officer via the First Lieutenant.

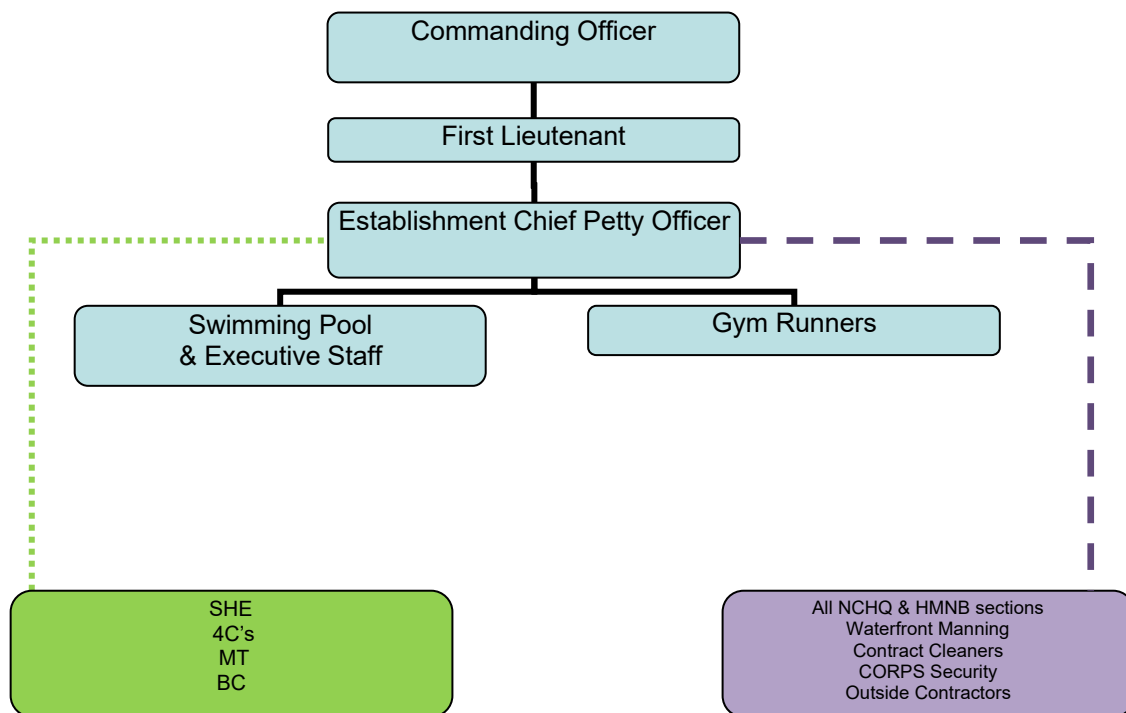
AUTHORITY

The ECPO is:

- a. Authorised to:
 - (1) Liaise with all Departments within HMS NELSON, HMNB Portsmouth, NCHQ and HMS EXCELLENT. Service and civilian outside agencies as necessary to achieve his purpose, keeping the 1st Lt informed where matters of policy are concerned.
 - (2) Liaise with the Pool Manager in the management of Pool Lifeguards
- b. Given functional authority over:
 - (1) The uniformed PT Staff as necessary to achieve his maintenance and security duties.
 - (2) All users of the Sports and Recreational facilities for:
 - (a) The execution of the required safety precautions.
 - (b) The correct use of the required safety equipment.
 - (3) The BAE Systems plant maintainers.
- c. Given authority over:
 - (1) Fleet Facilities Staff and Gym Runner Junior Rates on the books.
 - (2) Cleaners and working hands.
 - (3) All PT Ratings for the purpose of TDO.
 - (4) Pool Lifeguards

ORGANISATION

5. Organisational diagram:



PRINCIPLE TASKS

6. The ECPO will primarily be responsible for:

- a. Managing the HS&EP organisation and ensuring that HMS TEMERAIRE complies to all current RN, UK and EU safety legislation, updating Command and staff on any risks or changes to legislation. (25)
- b. Act as the Buildings Manager for buildings 022 & 031, manage the Establishment Business Continuity plan and coordinating defect reporting and maintenance with the Fleet Facilities Manager. (25)
- c. Carrying out the role of 4C's Area Custodian, ensuring that all visiting contractors and visitors to the site are fully briefed on the relevant hazards they may encounter whilst working at HMS TEMERAIRE (20)
- d. Carrying out the role Authorising Duty Officer, authorising duty trips for the Executive Car (10)
- e. Act as the Central Fund Treasurer. Responsible for holding the cash float, Reconciling the Bank Account and ensuring that all transactions are recorded correctly. (10)

f. Supervise the Swimming Pool Manager, ensuring the smooth running of the pool and that all activities are carried out in accordance with HSG179 (Third edition 2003) (10)

7. The ECPO will be responsible for the following secondary tasks:

- a. Assistant Security Officer, deputising for the 1LT in their absence.
- b. Deputising for the 1st Lt in their absence.
- c. Divisional Senior Rate (DSR) for Gym Runners, reporting any concerns to their DO's and completing Temporary Employment Plans for them when they leave.
- d. AINU custodian for Executive Department, ordering and returning stores item as required.
- e. Energy Warden, ensuring that the buildings power systems are being used in the most efficient manner.
- f. TDO Roster Manager

SKILLS AND COMPETENCES

8. The post holder is to be a CPO and have attended the following courses (training can be undertaken once in post):

Skills	Course Ref	Skill level
NEBOSH General, Managing Safety	PNB	SHEF Manager and Risk Assessor
*Managing Health & Safety in the Workplace.	PNB	Manager
*Workplace Risk Assessor	PNB	Assessor
*Introduction to Environmental Protection	RAF Halton	Focal point
Building Managers course	BAE Systems HMNB Portsmouth	Manager
First Aider	First Aid in the Workplace	First Aider
Divisional Officers Course	RN	Divisional Officer
Energy Wardens Course	DLE	Energy Conservation Advisor

Signature of Job Holder:

Signature of Line Manager/Authorising Officer

Date:

Date: